#### COMMONWEALTH OF KENTUCKY

## BEFORE THE PUBLIC SERVICE COMMISSION

III tile mattel of.	In	the	Matter	of:
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CITY OF FLEMINGSBURG AND CITY OF	)	
FLEMINGSBURG UTILITY SYSTEM ALLEGED	)	
FAILURE TO COMPLY WITH KRS 278.495 AND	)	CASE NO.
49 CFR PART 192.605(A): 49 CFR PART 192.721;	)	2017-00079
49 CFR PART 199.105; AND 49 CFR 199.225	)	

## NOTICE OF FILING

Notice is given to all parties that the following materials have been filed into the record of this proceeding:

- The digital video recording of the evidentiary hearing conducted on June 13, 2017 in this proceeding;
- Certification of the accuracy and correctness of the digital video recording;
- All exhibits introduced at the evidentiary hearing conducted on June 13, 2017 in this proceeding;
- A written log listing, *inter alia*, the date and time of where each witness' testimony begins and ends on the digital video recording of the evidentiary hearing conducted on June 13, 2017.

A copy of this Notice, the certification of the digital video record, hearing log, and exhibits have been electronically served upon all persons listed at the end of this Notice. Parties desiring to view the digital video recording of the hearing may do so at <a href="http://www.psc.ky.gov/av\_broadcast/2017-00079/2017-00079\_13Jun17\_Inter.asx">http://www.psc.ky.gov/av\_broadcast/2017-00079/2017-00079\_13Jun17\_Inter.asx</a>.

Parties wishing an annotated digital video recording may submit a written request by electronic mail to <a href="mailto:pscfilings@ky.gov">pscfilings@ky.gov</a>. A minimal fee will be assessed for a copy of this recording.

Done at Frankfort, Kentucky, this 15th day of June 2017.

Talina R. Mathews

Jalina R. Matheus

**Executive Director** 

Public Service Commission of Kentucky

City of Flemingsburg Utilities 140 W Electric Avenue P. O. Box 406 Flemingsburg, KY 41041 City of Flemingsburg Utilities City of Flemingsburg Utilities 140 W Electric Avenue P. O. Box 406 Flemingsburg, KY 41041 Thomas MacDonald MacDonald, Walton & Razor, PLLC 129 West Water Street Flemingsburg, KENTUCKY 41041

Kim Razor MacDonald, Walton & Razor, PLLC 129 West Water Street Flemingsburg, KENTUCKY 41041

## COMMONWEALTH OF KENTUCKY

## BEFORE THE PUBLIC SERVICE COMMISSION

In the Matter of:

CITY OF FLEMINGSBURG AND CITY OF	)	
FLEMINGSBURG UTILITY SYSTEM	)	
ALLEGED FAILURE TO COMPLY WITH	)	CASE NO.
KRS 278.495 AND 49 CFR PART 192.605(A);	)	2017-00079
49 CFR PART 192.721; 49 CFR PART	)	
199.105; AND 49 CFR 199.225	)	

## CERTIFICATE

- I, Pamela Hughes, hereby certify that:
- The attached DVD contains a digital recording of the Hearing conducted in the above-styled proceeding on June 13, 2017. Hearing Log, Exhibit List, and Witness List are included with the recording on June 13, 2017.
  - 2. I am responsible for the preparation of the digital recording.
- The digital recording accurately and correctly depicts the Hearing of June
   13, 2017.
- 5. The "Hearing Log" attached to this Certificate, accurately and correctly states the events that occurred at the Hearing of June 13, 2017, and the time at which each occurred.

Signed this 14th day of June, 2017.

Pamela Hughes, Notary Public

State at Large

My Commission Expires: April 22, 2019



# **Session Report - Standard**

# 2017-00079\_13June2017

# **City of Flemingsburg Utilities**

Judge: Bob Cicero; Michael Schmitt

Witness: Flemingsburg Utilties Coty Hunt; Flemingsburg Utilities Isaiah Scotty Martin; Joe Edward Dunaway, Jr.,

Director; Flemingsburg Utilities Michael H. Brown; Steve Samples

Clerk: Pam Hughes

Date:	Туре:	Location:	Department:
6/13/2017	Show Cause Hearing	Hearing Room 1	Hearing Room 1 (HR 1)
<b>Event Time</b>	Log Event		
8:10:07 AM	Session Started		
8:10:09 AM	Session Paused		
8:58:46 AM	Session Resumed		
8:58:49 AM	Chairman Schmitt		
	Note: Hughes, Pam	Introduces himself and	Vice Chairman Cicero
8:59:17 AM	Chairman Schmitt calls Case	No 2017-00079, Flemingsbur	g Utilites
	Note: Hughes, Pam	Explains the violations t	that occured on January 28, 2016
9:02:48 AM	Atty Kimberly Leet Razor intr	oduces herself on behalf of F	lemingsburg
9:03:37 AM	Witnesses to be separated to	another room.	
9:03:47 AM	Atty David Spenard for the P	SC	
	Note: Hughes, Pam	Introduces staff Steve S Inspections	Samples and John Lyons from Division of
9:04:38 AM	No outstanding motions		
9:04:47 AM	Atty Spenard - PSC-calls Witi	ness Samples to the stand	
	Note: Hughes, Pam	Concurs that he investigated report. No changes to	gated the accident and prepared an Incident the report.
	Note: Hughes, Pam	Steve Samples-Division	of Inspection. Is sworn in by the Chairman
9:07:23 AM	Atty Spenard - PSC-cross exa	am of Witness Samples	
	Note: Hughes, Pam		ing reported to the Commission and steps incident. Met with Joe Dunaway at the City
	Note: Hughes, Pam		Witness Samples with photos.
9:08:53 AM	PSC exhibit 1		
	Note: Hughes, Pam	Photo taken of gas line	
9:09:02 AM	PSC exhibit 2	15 April Marketine Commission of the Commission	
	Note: Hughes, Pam	Photo of vented white p	pipe after hole covered
9:09:34 AM	Atty Spenard - PSC-cross exa		
	Note: Hughes, Pam		1 - photo of the segment of pipe that was at ent. Supplied by Joe Dunaway, Supervisor re taken after repair.
9:10:53 AM	Atty Spenard - PSC-cross exa	am of Witness Samples	
	Note: Hughes, Pam	Regarding qualifications certifications they need	s of people to work on gas pipelines and the .
	Note: Hughes, Pam	If person is not quailifie	ed
9:11:57 AM	Atty Spenard - PSC-cross exa	am of Witness Samples	
	Note: Hughes, Pam	Regarding PSC exhibit 2	2 - photo of area that has been back filled.
9:12:38 AM	Atty Spenard - PSC-cross exa	am of Witness Samples	
	Note: Hughes, Pam		and the PHEMSA report made by n 4 inch pipe. Gas was on the main when
9:13:20 AM	Atty Spenard - PSC-cross exa		
	Note: Hughes, Pam	2	ne source of ignition and what has to be

	Note: Hughes, Pam	Regarding combustion being caused by electric impact wrench being used was finding in Witness Samples report.
9:14:54 AM	Atty Spenard - PSC-cross exam of Note: Hughes, Pam	Detailed Departed Annotation of Department of the State o
	Note: Hughes, Pam	No records at time of investigation
9:15:52 AM	Atty Spenard - PSC-cross exam of	
	Note: Hughes, Pam	Finding # 3 of report. How the city classified its incident on their report. Seal leaking in the saddle.
9:17:15 AM	Atty Spenard - PSC- direct exam of	of Witness Samples
	Note: Hughes, Pam	Finding # 4 - Drug test were not done
	Note: Hughes, Pam	Finding # 5 - No alcohol test were done
9:17:59 AM	Atty Razor -cross exam of Witnes	s Samples
	Note: Hughes, Pam	Regarding how electric impact wrench got to the site and that their were two certified operators and one that was not.
9:19:13 AM	Atty Razor -cross exam of Witnes	s Samples
	Note: Hughes, Pam	Fire extingusher present
9:19:26 AM	Chairman Schmitt	
	Note: Hughes, Pam	PSC Exhibits 1 & 2 entered into the record
9:20:00 AM	Chairman Schmitt -cross exam of	Witness Samples
	Note: Hughes, Pam	PSC exhibit -1 photo of the gas line and where was the leak and what caused the leak.
9:21:06 AM	Chairman Schmitt -cross exam of	Witness Samples
	Note: Hughes, Pam	Regarding possibility to discontinue flow of gas would have served to eliminate the gas as source of the explosion.
	Note: Hughes, Pam	Regarding a hole in the pipe with a saddle over it.
9:22:45 AM	Chairman Schmitt -cross exam of	Witness Samples
	Note: Hughes, Pam	Regarding metal clamp used on the pipe and what it was used for.
	Note: Hughes, Pam	Regarding the time employees were making repair, gas was continuing to flow into the service line.
9:25:38 AM	Chairman Schmitt -cross exam of	Witness Samples
	Note: Hughes, Pam	Regarding time of investigation and records of pressure testing of the 1 inch and main line were not available. No pressure tests were ever given to Witness.
9:27:03 AM	Chairman Schmitt -cross exam of	
3.27.03 AM	Note: Hughes, Pam	Regarding the employees making the repair, one was required to
	Note: Hughes, Fam	have operator qualifications. Explains the requirements the operators have to have to complete repair.
9:28:11 AM	Chairman Schmitt -cross exam of	records to the second of the s
	Note: Hughes, Pam	Regarding number of employees present. 3 employees and 2 were
	<b>3</b> ( <b>3.4</b> ) <b>3</b>	quailfied. One employee not qualified brought tools that included the impact wrench and generator that were used.
	Note: Hughes, Pam	Injury to Mike Brown. Only spoke to Joe Dunaway, Supervisor of Flemingsburg who gave Witness Samples his report and a tape recording of confessions.
9:31:00 AM	Chairman Schmitt -cross exam of	
	Note: Hughes, Pam	Regarding failure to give drug and alcohol testing to the men
	3,	involved in the incident.
	Note: Hughes, Pam	No records that alcohol or drugs could have caused the incident. Mr. Dunaway said he forgot to test the employees.
9:32:42 AM	Chairman Schmitt -cross exam of	
	Note: Hughes, Pam	Regarding investigation and result of incident that any of these
		employees were given disipline or re-training efforts.
9:33:18 AM	Atty Razor -cross exam of Witnes	
	Note: Hughes, Pam	Regarding Safety messures to use when not turning off the gas flow.

	Note: Hughes, Pam	If gas flow would have been cut off would have customers been cut off and would have been without heat.
9:34:28 AM	Chairman Schmitt -cross exam of	f Witness Samples
	Note: Hughes, Pam	Regarding tools used by employees
9:34:45 AM	VC Cicero cross exam of Witness	Samples.
	Note: Hughes, Pam	Regarding re-training and disipline of the 3 employees.
9:35:17 AM	Witness excused from the stand	
9:35:28 AM	Atty Razor calls Witness Isaiah S	cotty Masters
9:36:32 AM	Witness Masters takes the stand	
	Note: Hughes, Pam	Is sworn in by the Chairman.
9:36:55 AM	Atty Razor direct exam of Witnes	ss Masters
	Note: Hughes, Pam	Worked on the utility dept when Mike Brown was injured, he worked in that dept for 6 to 8 months.
	Note: Hughes, Pam	Regarding his employment and departments he worked in.
9:38:07 AM	Atty Razor direct exam of Witnes	ss Masters
	Note: Hughes, Pam	Least experienced employee and no certifications to work on the gas pipe.
9:38:36 AM	Atty Razor direct exam of Witnes	ss Masters
	Note: Hughes, Pam	Witness reads his written account of the day of incident and what they discussed as far as repairing the gas leak, and what tools he brought back to the scene.
	Note: Hughes, Pam	Regarding the day of the incident and what happened.
9:44:33 AM	Flemingsburg Exhibit 1	
	Note: Hughes, Pam	Witness Masters written statement. Has Wrong date
9:45:30 AM	Atty Razor direct exam of Witnes	ss Masters
	Note: Hughes, Pam	Electric wrench and generator used by Mike Brown
	Note: Hughes, Pam	Regarding who was in charge of getting this repair taken care of and who told Witness to get tools.
9:47:15 AM	Atty Razor direct exam of Witnes	ss Masters
	Note: Hughes, Pam	Regarding fire extinguisher there at the site.
9:47:35 AM	Atty Razor direct exam of Witne	
	Note: Hughes, Pam	Regarding Witnesses thoughts on why this incident occured.
9:48:23 AM	Atty Razor direct exam of Witne	
	Note: Hughes, Pam	Regarding drug and alcohol tests given and Witness was not under the influence on this date.
9:48:51 AM	Atty Razor direct exam of Witne	
	Note: Hughes, Pam	Thoughts on how this incident could have been prevented.
9:49:53 AM	Atty Razor direct exam of Witne	
	Note: Hughes, Pam	Regarding the use of both types of wrenches.
9:50:14 AM	Atty Spenard cross exam of Witr	
	Note: Hughes, Pam	Regading his job description and times that he was working with the Utility department.
9:51:16 AM	Atty Spenard cross exam of Witr	
	Note: Hughes, Pam	When did 6 to 8 month period end with the Utility Dept Can't recall when it ended.
	Note: Hughes, Pam	Regarding 6 to 8 months with the Utility Dept. Full-time but 3 weeks with the Utility and then go to the Sewer Dept.
9:53:14 AM	Atty Spenard cross exam of Witi	
	Note: Hughes, Pam	Regarding experience at time of the 1/28/15 incident, and his job roles on the gas side.
9:53:58 AM	Atty Spenard cross exam of Witi	ness Masters
	Note: Hughes, Pam	On Jan 28, 2015 was he participating on the digging and repair work of the leak.

	Note: Hughes, Pam	Regarding at what stage did he communicate telling anyone that he had the generator and who turned it on.
9:55:50 AM	Atty Spenard cross exam of Witn	ess Masters
	Note: Hughes, Pam	Regarding generator and who started it. Witness can't recall who started it.
9:56:16 AM	Atty Spenard cross exam of Witn	ess Masters
	Note: Hughes, Pam	Regarding time of incident, how injured worker got out of the hole.
9:58:02 AM	Atty Spenard cross exam of Witn	ess Masters
	Note: Hughes, Pam	Regarding time he worked on the gas side of the utility and how many leak situations that he participated in.
9:59:13 AM	Atty Spenard cross exam of Witn	ess Masters
	Note: Hughes, Pam	At time of event, was Mike Brown wearing a respirator or fire retardent clothing. No, only wearing safety glasses
10:00:00 AM	Atty Spenard cross exam of Witn	
	Note: Hughes, Pam	Regarding if he ever used an electrical impact wrench on any other gas leaks.
10:00:40 AM	Atty Spenard cross exam of Witn	ess Masters
	Note: Hughes, Pam	Regarding waste-water line repair and use of electric impact wrench.
	Note: Hughes, Pam	Regarding working on gas lines, no use of electric impact wrench.
10:02:31 AM	Atty Spenard cross exam of Witn	ess Masters
	Note: Hughes, Pam	Regarding statement of who does the repairs and tells workers what
		to do. David Shrout is over the sewer. Raymond Pollit and Mike MacIntosh were also there.
10:03:59 AM	Atty Spenard cross exam of Witn	ess Masters
	Note: Hughes, Pam	Water leaks and use of electric impact wrench.
10:04:40 AM	Vice Chairman cross exam of Wit	ness Masters
	Note: Hughes, Pam	Laborer over street and sanitation Dept. Any accidents that there was an injury.
	Note: Hughes, Pam	Regarding Witnesses job title now. Public works dept.
10:06:22 AM	Vice Chairman cross exam of Wit	
	Note: Hughes, Pam	Regarding the tools Witness brought to the scene and if anyone
		questioned why he brought the electric impact wrench and
10:07:02 AM	Vice Chairman cross exam of Wit	generator.
10.07.02 API	Note: Hughes, Pam	Regarding Witnesses statement that it was the biggest leak he had
22.22.22	**************************************	ever been involved with repairing. (Jan. 28, 2015 incident)
10:08:10 AM	Vice Chairman cross exam of Wit	
	Note: Hughes, Pam	Regarding when incident ocurred and no drug and alcohol testing given. Witness states that no one mentioned these tests being given to the employees.
10:09:49 AM	Vice Chairman cross exam of Wit	A STATE OF THE STA
	Note: Hughes, Pam	Regarding when the investigation took place and if Witness was part of the investigation.
	Note: Hughes, Pam	Regarding process as to everyone sitting down to discuss the
10:11:54 AM	Vice Chairman cross exam of Wit	incident and what happened.
10.11.J 1 Al.	Note: Hughes, Pam	Regarding discussions of disciplining of employees involved in the
	Hote. Hughes, Falli	incident.
10:12:55 AM	Chairman cross exam of Witness	
2000-1000 (Calabate Calabate C	Note: Hughes, Pam	Last line of Witness written statement. Greg Hinton plant operator
	an and an	for water plant.

10:14:44 AM	f	Masters Regarding after accident and getting fire retardent clothing. Got from the Fire Department and kept in locker in distribution center, but after the accident
10:16:31 AM	Atty Razor redirect of Witness Mast	
10.10.017.	Note: Hughes, Pam	Regarding two other gas incidents that Witness was involved in and what role he played in those.
10:17:22 AM	Witness excused	, , , , , , , , , , , , , , , , , , , ,
10:17:56 AM	Atty Razor calls Witness Coty Hunt	to the stand.
10:18:19 AM	Chairman Schmitt swears in Witnes	ss Hunt
10:18:48 AM	Atty Razor direct exam of Witness	Hunt
	Note: Hughes, Pam	Regarding his employment, time of service and role.  Recall the Jan. 28, 2016 incident when Mike Brown was injured.  He worked 4 years and was a certified natural gas operator.
10:20:09 AM	Atty Razor direct exam of Witness	
	10 miles	Regarding training on how to do natural gas line leaks and Safety procedures
10:20:45 AM	Atty Razor direct exam of Witness	
		Regarding being part of the crew on the date of the incident in January 2016.
40.04.05.444		Regarding if Witness was lead operator that day.
10:21:35 AM	Atty Razor direct exam of Witness	
10:21:55 AM	(7) L	Regarding Mike Browns experience and time of employment
10.21.33 AM	Atty Razor direct exam of Witness Note: Hughes, Pam	Regarding in his own words of what happened on the day of the
		incident of Jan. 28, 2016.
10:25:05 AM	Atty Razor hands out Flemingsburg	AND THE STATE OF T
		Witness Coty Hunt's written statement of Jan. 28, 2016 incident.
		Witness Hunt reads his written statement of what happened on the day of the Jan. 28, 2016 incident.
10:27:08 AM	Flemingsburg Exhibit 2 filed into th	ne record
		Witness Coty Hunt's written statement
10:27:22 AM	Atty Razor direct exam of Witness	
		Not all tools needed to make repair were at the site. Witness Hunt sent Scotty Masters to get tools but not what to get.
10.20.20 414		Masters brought two band aids, generator, other tools.
10:28:39 AM	Atty Razor direct exam of Witness	
	,	Regarding Masters bringing back a generator and electric impact wrench to the site.
		Witness Hunt states he had been trained not to bring these items to a gas leak site.
10:29:38 AM	Atty Razor direct exam of Witness	
	Note: Hughes, Pam	Training documentation as to what tools could or could not be used at the gas leak site.
10:30:26 AM	Atty Razor direct exam of Witness	
	Note: Hughes, Pam	Audio statement that Mike Brown used both wrenches.
		Regarding telling Joe Dunaway what tools were brought to the site after the incident had happened.
10:31:15 AM	Atty Razor direct exam of Witness	
	,	Regarding drug or alcohol testing and being under the influence on that date.
10:31:39 AM	Atty Razor direct exam of Witness	
		Thoughts on policies or procedures to have prevented this accident.
-	Note: Hughes, Pam	Regarding Witnesses thoughts on how this accident happened.

10:32:26 AM	Atty Razor direct exam of Witne	ss Hunt
	Note: Hughes, Pam	Audio statement he gave stated the only time he recalled that this
	Note: Hughes, Pam	was only time electric impact wrench had been used in a gas leak. Why electric impact wrench was used instead of the ratchet.
10.22.41.444	Floritonia - Fabilita 2	Training he had told him not to use.
10:33:41 AM	Flemingsburg Exhibt 3	Training certificate of Witness Hunt
10:34:06 AM	Note: Hughes, Pam Atty Spenard Cross exam of Wit	
10.54.00 AM	Note: Hughes, Pam	PSC exhibits 1 and 2 given to Witness Hunt. Questions regarding
	Hote. Flagrics, Fair	the picures of the pipe in question.
	Note: Hughes, Pam	Regarding 4 inch line - two way feed and if one side could have
		been squeezed off so that only one customer could have been
10.06.11.11		without gas.
10:36:11 AM	Atty Spenard Cross exam of Wit	
	Note: Hughes, Pam	Norman Schwartz made repair (Contractor)
	Note: Hughes, Pam	Regarding PSC exhibit 2 - photo. Explain the white pipe in photo that is coming out of the ground. Vent pipe to release the gas into
		the atmosphere.
10:37:44 AM	Atty Spenard Cross exam of Wit	
	Note: Hughes, Pam	Certification -Flemngsburg Exhibit 3 - What other certifications
	Supplier to territor son ten Supplier to S	does Witness Hunt have. 14 other certifications.
	Note: Hughes, Pam	Regarding his 4 years of experience at time of incident of 1/28/16.
		He worked on all departments for the CIty.
10:39:13 AM	Atty Spenard Cross exam of Wit	
	Note: Hughes, Pam	Witness Hunt, Brown and Masters were on site. Joe Dunaway was telling Witness Hunt what to do by phone. Witness Hunt was
		making decisions on-site and sent Witness Masters to get tools.
		Witness Hunt does not remember who turned on the generator and
		no one thought about using the electric impact wrench at time of
		incident.
	Note: Hughes, Pam	Regarding PSC exhibit 1 and his certifications of being in the pit to make the repair on the gas line. Witness was outside the ditch.
10:42:02 AM	Atty Spenard Cross exam of Wit	
	Note: Hughes, Pam	Frequency of excuvating gas leak sites during his time of 4 years leading uop t o incident
10:42:40 AM	Atty Spenard Cross exam of Wit	
	Note: Hughes, Pam	Regarding making repairs today, would they be different than how it was done on the day of Jan. 28, 2016.
10:43:36 AM	Atty Spenard Cross exam of Wit	PROCEST STATES AND CONTROL OF THE STATES AND
10.15.50 Al1	Note: Hughes, Pam	Regarding using other equipment to make the repair today.
	riote: riagnes, rain	Witness hasn't seen the equipment
10:44:12 AM	Atty Spenard Cross exam of Wit	
	Note: Hughes, Pam	Life line not in use. Mr Brown crawled out of pit himself.
	Note: Hughes, Pam	Regarding the fire retardent clothing that the utility now has. No
		respirator.
10:45:01 AM	Atty Spenard Cross exam of Wit	
	Note: Hughes, Pam	Regarding his statement about biggest job he had been on by
		himself. Meaning without any other supervisor over him telling him what to do.
	Note: Hughes, Pam	Witness Hunt was calling the shots onsite.
10:46:31 AM	Vice Chairman Cross exam of W	
	Note: Hughes, Pam	Possible causes to what happened to cause the ignition of the gas
	,	line. Any procedures to remove static from around the line.
	Note: Hughes, Pam	Regarding training certificate of the 4 years Witness has had.

10:47:50 AM	Vice Chairman Cross exam of Wit	trace Hunt
10.47.30 AM	Note: Hughes, Pam	Witness knew that the electric wrench and generator should not
	Note: Hagnes, Fam	have been used.
	Note: Hughes, Pam	Regarding the tools that were there.
10:48:44 AM	Vice Chairman Cross exam of Wi	
	Note: Hughes, Pam	No other incidents with the city.
	Note: Hughes, Pam	Regarding formal safety program with the staff of the City Utility
		Dept.
10:49:24 AM	Vice Chairman Cross exam of Wi	tness Hunt
	Note: Hughes, Pam	Regarding discussions of discipline. He received a letter of reprimand
10:50:11 AM	break	
10:50:20 AM	Session Paused	
11:06:16 AM	Session Resumed	
11:06:19 AM	Witness Coty Hunt remains on th	
11:06:33 AM	Vice Chairman Cross exam of Wi	
	Note: Hughes, Pam	Additional equipment purchased by the City to help on repairs. Witness Hunt uses the manuals he had but not after incident.
	Note: Hughes, Pam	Regarding Letter of reprimand to Witness Hunt and any additional training that he has recieved after the accident.
11:08:12 AM	Vice Chairman Cross exam of Wi	
	Note: Hughes, Pam	Regarding contracting out larger repairs, but the City does the minor repairs. No regular safety meetings.
	Note: Hughes, Pam	Quarterly drug testing on a drawn basis.
11:09:25 AM	Chairman Cross exam of Witness	
	Note: Hughes, Pam	Regarding how long it takes to train on modules and then take test. 4 days for modules and then onsite test, total. Roger Wingate came back in 2016 to train and test.
	Note: Hughes, Pam	Regarding Flemingsburg Exhibit 3 - certification. Required to test periodically over these same qualifications every 3 years.
11:12:14 AM	Vice Chairman Cross exam of Wi	tness Hunt
	Note: Hughes, Pam	Other than this training, the CIty of Flemingsburg does not implement any other trainings for employees on natural gas.
11:12:51 AM	Vice Chairman Cross exam of Wi	tness Hunt
	Note: Hughes, Pam	Regarding any other workers disciplined by the city.
11:13:22 AM	Vice Chairman Cross exam of Wi	
	Note: Hughes, Pam	At time of accident 1/28/16, Flemingsburg did not have the squeeze tools necessary. Witness was trained on how to use the squeeze tools.
	Note: Hughes, Pam	Regarding what type of squeeze tools Flemingsburg has now. Hand tool. Goes up to a 4 inch line and could have been used if had the tool.
11:15:34 AM	Vice Chairman Cross exam of Wi	
	Note: Hughes, Pam	Regarding after Mr. Brown being injured and taken to the hospital.
		Vent pipe was put in and gas line covered up. Mr. Schwartz came in the next day to make the repair. Witness was there for part of the repair.
	Note: Hughes, Pam	Regarding Mr. Schwartz pressure testing the line when he made the repair.
11:17:04 AM	Vice Chairman Cross exam of Wi	
	Note: Hughes, Pam	Regarding if the repair being made with the tools they used. Would they have attempted to use the other tools if the electric wrench
11:18:10 AM	Vice Chairman Cross exam of Wi	and generator not been there.
11.10.10 AIN	Note: Hughes, Pam	Water lines used the electric wrench to make repairs.

11:18:27 AM	Vice Chairman Cross exam of Wit	
11:19:00 AM	Note: Hughes, Pam Vice Chairman Cross exam of Wit	Regarding at time of accident not having fire retardent clothing. ness Hunt
	Note: Hughes, Pam	Regarding training and learning grounding equipment to be used.  Did not have the equipment at time of incident.
11:19:51 AM	Vice Chairman Cross exam of Wit	
	Note: Hughes, Pam	Regarding Flemingsburg conducting an investigation after accident.
		He believes it was OSHA and he was also questioned by the Mayor
		and his supervisor.
11:21:05 AM	Atty Razor redirect of Witness Hu	
	Note: Hughes, Pam	Regarding use of wet rag during the process.
11:21:45 AM	Atty Razor redirect of Witness Hu	
	Note: Hughes, Pam	Witness aware of electric equipment could caused sparking
	Note: Hughes, Pam	Letter of reprimand - Mayor states that the use of the electric tools
44 22 20 414		caused the accident.
11:22:39 AM	Atty Razor redirect of Witness Hu	
11.22.50 AM	Note: Hughes, Pam	Letter of rebuttal?
11:22:50 AM	Atty Razor redirect of Witness Hu	
	Note: Hughes, Pam	Flemingsburg amended its operating manual on safety procedures. Witness Hunt signed the new O&M plan on 8/2/16
11:24:05 AM	Atty Spenard re-cross of Witness	
	Note: Hughes, Pam	PHDR - List of all certifications and requalifications obtained by Hunt
		since March 23, 2016.
11:25:04 AM	Atty Razor statement	
	Note: Hughes, Pam	Requests getting pressure testing from Contractor Schwartz
11:25:41 AM	Atty Spenard re-cross of Witness	
	Note: Hughes, Pam	Regarding time of incident, was the city making all of its own repairs to gas lines or ontracted them out.
11:26:12 AM	Atty Spenard re-cross of Witness	Hunt
	Note: Hughes, Pam	Regarding making decision to make repair or contract out.
	Note: Hughes, Pam	In terms of today the City contracts out anything over 1 inch pipe
		leak.
11:27:00 AM	Vice Chairman re-cross of Witnes	
	Note: Hughes, Pam	City has a leak emergency process in place, but no formal procedure in place.
	Note: Hughes, Pam	Regarding No discussions amongst all the parties about what
		caused the incident and what could be done to prevent it happening
		again.
11:29:10 AM	Vice Chairman re-cross of Witnes	
	Note: Hughes, Pam	No opportunity to test the new equipment himself but has seen another employee use the fire retardant suit.
	Note: Hughes, Pam	When equipment purchased - fire retardent and squeeze clamps?
11:31:20 AM	Witness excused	
11:31:41 AM	Atty Razor calls Witness Brown to	the stand.
	Note: Hughes, Pam	Mike Brown - worker injured in the Jan. 28, 2016 incident.
11:32:38 AM	Witness Brown takes the stand.	
	Note: Hughes, Pam	Is sworn in by the Chairman.
11:33:05 AM	Atty Razor direct exam of Witnes	
	Note: Hughes, Pam	Employee of the Utilties Dept. of the City of Flemingsburg for over
		10 years.
	Note: Hughes, Pam	Date he was injured in work related accident on 1/28/16. 8 or 9 years with the city at that time.
11:34:10 AM	Atty Razor direct exam of Witnes	
	Note: Hughes, Pam	Regarding being fully trained to be a gas line operator.
	The supplies of the supplies o	The state of the s

V 1 - 1500 - 1000 - 1100	Note: Hughes, Pam
11:35:05 AM	Atty Razor direct exam of Witness Brown
	Note: Hughes, Pam Regarding who else was present on 1/28/16 at the incident.
	Qualifications of the men on-site. Coty Hunt was in charge on-site that day.
11:36:09 AM	Atty Razor direct exam of Witness Brown
11.50.057111	Note: Hughes, Pam Witness Brown states his acount of the Jan. 28, 2016 incident
11:44:36 AM	Atty Razor direct exam of Witness Brown
	Note: Hughes, Pam When was asked to give written statement by Supervisor
	Note: Hughes, Pam Regarding when released from hospital and how long off work.
11:45:53 AM	Atty Razor hands out Flemingsburg Exhibit 5
	Note: Hughes, Pam Witness Brown's hand written statement of 3-21-16.
11:46:30 AM	Atty Razor direct exam of Witness Brown
	Note: Hughes, Pam Witness Brown reads his hand written statement of incident on
	1/28/16.
11:51:04 AM	Atty Razor moves to admit as exhibit 5
11.51.25 AM	Note: Hughes, Pam Chairman admits into record
11:51:25 AM	Atty Razor direct exam of Witness Brown
	Note: Hughes, Pam Regarding if Witness ever spoke to Joe Dunaway on the date of the incident.
11:51:59 AM	Atty Razor direct exam of Witness Brown
11.51.55 AT	Note: Hughes, Pam Regarding having all the tools he needed that day to repair the leak.
11:52:33 AM	Atty Razor direct exam of Witness Brown
	Note: Hughes, Pam Regarding if Witness Masters was given a list of tools.
	Note: Hughes, Pam He was handed tools because he was in the hole.
11:53:08 AM	Atty Razor direct exam of Witness Brown
	Note: Hughes, Pam How did he get the electric impact wrench.
	Note: Hughes, Pam Audio statement made about using the regular wrench and then the
	electric impact wrench.
11:54:04 AM	Atty Razor direct exam of Witness Brown
44.54.34.44	Note: Hughes, Pam Ever used an electric impact wrench on a gas line leak?
11:54:24 AM	Atty Razor direct exam of Witness Brown
11.E4.E2 AM	Note: Hughes, Pam Regarding Water line repairs and use of electric wrench.
11:54:53 AM	Atty Razor direct exam of Witness Brown  Note: Hughes, Pam  Regarding being fully certified before the incident.
11:55:38 AM	Atty Razor hands out Flemingsburg Exhibit 6
11.55.50 AM	Note: Hughes, Pam Mike Brown's training certification. Admitted into the record
11:56:22 AM	Atty Razor direct exam of Witness Brown
111001227111	Note: Hughes, Pam Did Witness know before the 1/28/16 incident that it was dangerous
	to use the electric impact wrench on a gas line leak.
11:57:37 AM	Atty Razor direct exam of Witness Brown
	Note: Hughes, Pam Any training to show how to use electric impact wrench to repair
	gas leak.
	Note: Hughes, Pam Regarding seeing any other city employee use an electric impact
	wrench to rtepair gas leak.
11:58:32 AM	Atty Razor direct exam of Witness Brown
	Note: Hughes, Pam  How Witness thought the equipment was arc proof. Had just got the electric wrench around the time of the incident
11:59:36 AM	
11.35.30 AM	Atty Razor direct exam of Witness Brown  Note: Hughes, Pam  Regarding training on repairing gas leaks.
12:00:18 PM	Atty Razor direct exam of Witness Brown
12.00.10111	Note: Hughes, Pam Understanding that he was supposed to fix the leak no matter what.
	Coty Hunt relayed that message from Supervisor Joe Dunaway

12:00:58 PM	Atty Razor direct exam of Witness	Brown
		Regarding drug or alcohol testing done.
	Note: Hughes, Pam	Not under the influence of drugs or alcohol
12:01:29 PM	Atty Razor direct exam of Witness	
	Note: Hughes, Pam	Regarding Witnesses thoughts on how this accident happened.
12:02:27 PM	Atty Razor direct exam of Witness	Brown
		Thoughts as far as procedures that could have prevented this
		accident.
12:03:05 PM	Atty Razor direct exam of Witness	
		Regarding a contractor called in to fix the leak.
12:03:25 PM	Atty Razor direct exam of Witness	
		Policy in olace to call a contractor if over 1 inch
12:03:42 PM	Atty Razor direct exam of Witness	
		Regarding how many gas leak repairs have Witness made since his
		return to work.
12.04.22.014		Any larger than a 1 inch line?
12:04:22 PM	Atty Razor direct exam of Witness	
	Note: Hughes, Pam	Reprimanded by the city as a result of this incident. He was given a
		letter from the Safety Commission but he refused to sign. (Letter was actually from the City, written by an attorney for the KLC)
12:05:48 PM	Atty Razor direct exam of Witness	
12.03.40 FM	The state of the s	
	(270)	Aware that using the electric impact wrench could cause a spark. He assumed that it was spark free.
12:06:25 PM	Atty Razor direct exam of Witness	The contract of the contract o
12.00.25 111	ž.	Asks Witness to state any other information that may be of use in
		today's proceedings.
12:07:06 PM	Atty Spenard cross exam of Witne	
	Note: Hughes, Pam	Regarding his response about this was not a regular line that he
		was working on. It was a 4 inch main and he usually never repairs.
		He could tell by the line it was egg shaped.
12:08:45 PM	Atty Spenard cross exam of Witne	ss Brown
	Note: Hughes, Pam	On this date of the incident, Coty Hunt was in charge onsite.
	Note: Hughes, Pam	Regarding his response about work assignment and it was put on
		the board with everyones name on it and what and where they help
12.10.00.01		and do.
12:10:06 PM	Atty Spenard cross exam of Witne	
	Note: Hughes, Pam	Regarding his experience of 8 years leading up to the incident of
		1/28/16. He was most experienced, and his job title was Water
		operator plant trainee. He is actually out in the field with the gas and water system.
12:12:00 PM	Atty Spenard cross exam of Witne	100 M
12.12.00 111	The state of the s	2 way feed or 4 way?
12:12:27 PM	Atty Spenard cross exam of Witne	
12.12.27	Note: Hughes, Pam	Regarding working on live gas leak. Discussion about the gas line
	Hotel Hagnes, Fam	being shut off while work was performed.
12:13:27 PM	Atty Spenard cross exam of Witne	
	Page - 57 - 10 at	Regarding why a contractor was not called to the site.
12:14:30 PM	Atty Spenard cross exam of Witne	
	Note: Hughes, Pam	Flemingsburg's Exhibit 5. Bottom of first page and continues on to
		second page. Filing the gas main after being told to do so by Coty
		Hunt. Filing plastic causes friction and Witness was concerned
		about this.
12:16:20 PM	Atty Spenard cross exam of Witne	
	Note: Hughes, Pam	Regarding filing the line after being told to do so.

12:16:49 PM	Atty Spenard cross exam of Witn					
	Note: Hughes, Pam Regarding different types of impact wrenches.					
12:17:55 PM	Atty Spenard cross exam of Witness Brown					
	Note: Hughes, Pam	Regards to Flemingsburg exhibit 6 - Witnesses certification on training in gas and water lines.				
12:19:54 PM	Atty Spenard cross exam of Witn	Charles of the Carle Mark Annales Annales Annales				
12.13.54 FIN	Note: Hughes, Pam	Agree or disagree on repairng gas line or water main, training for				
movietralpange baston variation		accidental ignition was never done on the water side.				
12:20:51 PM	Atty Spenard cross exam of Witn					
	Note: Hughes, Pam	Regarding statements made that the equipment was safe to use during a gas line repair.				
	Note: Hughes, Pam	Any training on how to use new tools and the safe way to use them?				
12:21:49 PM	Atty Spenard cross exam of Witn	ness Brown				
	Note: Hughes, Pam	Regarding whether anyone ever told him that the equipment he was using that day was safe to use during a gas line repair.				
12:23:10 PM	Vice Chairman cross exam of Wil					
	Note: Hughes, Pam	Regarding Witnesses caution about using the tools during the incident.				
12:24:14 PM	Vice Chairman cross exam of Wi					
	Note: Hughes, Pam	OQS-7M training 3/25/13. Every 3 years.				
12:24:49 PM	PHDR					
	Note: Hughes, Pam	Certificates of training for all the employees involved in incident				
12:25:14 PM	Vice Chairman cross exam of Wi	tness Brown				
	Note: Hughes, Pam	Regarding time off and was there ever a formal investigation as to what caused the incident. Witness was told to write a statement and went to city hall to talk to the Mayor and Supervisor. They gave him a letter from the Commission to sign as to the cause of the incident. (Letter was from the city and written by an attorney from KLC) OSHA stated the City had never turned this in to them.				
12:27:54 PM	Vice Chairman cross exam of Wi					
	Note: Hughes, Pam	Regarding training on new equipment the city purchased. States he has never used any new equipment.				
	Note: Hughes, Pam	No definitive cause of accident in Witnesses opinion.				
12:29:12 PM	Vice Chairman cross exam of Wi	tness Brown				
	Note: Hughes, Pam	Random drug testing.				
	Note: Hughes, Pam	Procedure of drug and alcohol testing after this incident happened.				
12:30:26 PM	Chairman cross exam of Witness	Brown				
	Note: Hughes, Pam	Regarding Flemingsburg exhibit 5- date is 3/21/16. Is this first date he came back to work?				
12:31:36 PM	Chairman cross exam of Witness	Brown				
	Note: Hughes, Pam	Regarding after discharge from hospital, he was sent home and was given date to go back to work. Did not go back to UK as a follow-up, but did go back to Flemingsburg Hospital before going back to work. Also had to have dental work as a result of damage to teeth during the incident.				
	Note: Hughes, Pam	Other injuries or problems after the incident. Nightmares of this incident and blood pressure extremely high and has had several issues due to this incident. Being treated for PTSD. Shoulder and back problems, headaches, short term memory loss.				
12:35:50 PM	Chairman cross exam of Witness					
	Note: Hughes, Pam	Any pyschological treatment?				
	Note: Hughes, Pam	Regarding the headaches and when they started.				

12:36:38 PM	Chairman cross exam of Witness	Brown
	Note: Hughes, Pam	Works every day since being released from UK hospital (6 to 8 week period of leave time).
12:38:53 PM	Chairman cross exam of Witness Note: Hughes, Pam	Brown No longer working around live gas since the accident.
12:39:13 PM	Chairman cross exam of Witness Note: Hughes, Pam	TO DESCRIPTION OF THE PROPERTY
12:39:56 PM	Chairman cross exam of Witness	
	Note: Hughes, Pam	Could retake test that day if failed.
	Note: Hughes, Pam	Regarding operator qualification from Roger Wingate. 14 modules and has passed all modules.
12:41:44 PM	Chairman cross exam of Witness	
12.42.11 DM	Note: Hughes, Pam	Regarding certificate before the incident in Jan 2016.
12:42:11 PM	Chairman cross exam of Witness	
12:42:46 PM	Note: Hughes, Pam Atty Razor redirect exam of Witne	Regarding the 4 inch Pipe being out of round.
12. 12. 10 1 11	Note: Hughes, Pam	Flemingsburg exhibit 4 - Letter of Reprimand. Asks Witness if this
	Hote. Hagnes, Fam	is the letter he didn't sign,
12:44:05 PM	Atty Razor redirect exam of Witne	ess Brown
	Note: Hughes, Pam	Regarding restrictions on working on live gas line repair.
12:45:03 PM	Atty Razor redirect exam of Witne	
	Note: Hughes, Pam	Regarding changes the City has made since the date of the incident.
12:45:42 PM	Atty Spenard recross of Witness	
	Note: Hughes, Pam	Regarding letter he was asked to sign. Presented to him by Joe Dunaway and Danny Shrout. Coty Hunt was also present.
12:46:57 PM	Atty Spenard recross of Witness	
	Note: Hughes, Pam	Regarding Safety Commission. Did anyone tell him the PSC requested him to sign this letter from the PSC.
12:47:46 PM	Atty Spenard recross of Witness	
	Note: Hughes, Pam	Since the incident, has he spoken to anyone that has identified themselves as Staff of the PSC.
12:48:28 PM	Vice Chairman recross of Witness	
	Note: Hughes, Pam	Regarding training being told that it's ok to work on live gas line.
12:49:37 PM	Atty Spenard recross of Witness	
	Note: Hughes, Pam	Regarding investigation when he was sent home for 3 or 4 weeks ago. It concerned a doctor's statement that he was on light duty.
12:50:53 PM	PHDR	
12-51-05-514	Note: Hughes, Pam	Investigation.
12:51:05 PM	Chairman recross of Witness Brown	
	Note: Hughes, Pam	When first got an attorney.
12:52:25 PM	Note: Hughes, Pam Atty Razor	Regarding who he talked to about calling OSHA.
12.32.23 FM	Note: Hughes, Pam	OSHA fine paid
12:53:10 PM	Atty Razor	OSHA fine paid.
12.33.10 111	Note: Hughes, Pam	Aware the city has admitted the violations.
12:53:34 PM	Witness excused	Aware the dry has duffitted the violations.
12:53:45 PM	break	
12:54:03 PM	Session Paused	
1:29:33 PM	Session Resumed	8
1:29:37 PM	Witness Dunaway is called to the	
41 44 40 1990	Note: Hughes, Pam	Sworn in by the Chairman
1:30:01 PM	Atty Razor direct exam of Witnes	
	Note: Hughes, Pam	Water, Waste Water & Natural gas Superintendent. Certifications

1:30:57 PM	Atty Razor direct exam of Witness Dunaway
1.30.37 111	Note: Hughes, Pam Regarding his position as superintendent during incident on
	1/28/2016.
	Note: Hughes, Pam Aware of the investigation and incident report by the Commission.
1:32:00 PM	Atty Razor direct exam of Witness Dunaway
	Note: Hughes, Pam Availablity of employees on the day of the incident. Coty Hunt,
	Mike Brown and Scotty Masters.
	Note: Hughes, Pam Danny Shrout assigned the crew to repair the gas leak.
1:33:31 PM	Atty Razor direct exam of Witness Dunaway
	Note: Hughes, Pam Regarding the 3 employees and their experience and certifications.
1:34:31 PM	Atty Razor direct exam of Witness Dunaway
	Note: Hughes, Pam  Lead operator onsite that day was Coty Hunt. He was assigned by
1:35:38 PM	Danny Shrout the morning of the incident.
1.33.30 PM	Atty Razor direct exam of Witness Dunaway  Note: Hughes, Pam  Regarding Mike Brown being injured and Witness Dunaway's
	appearance to the site. He called the PSC and left message about
	the incident; callled City Hall; and the Mayor. He then went to the
	job site.
1:36:51 PM	Atty Razor direct exam of Witness Dunaway
	Note: Hughes, Pam Regarding photos taken on the day of the incident at the job site.
	She hands these 4 photos out as Flemingsburg exhibit 7. Admitted
	into the record.
1:38:07 PM	Atty Razor direct exam of Witness Dunaway
	Note: Hughes, Pam Witness tells in his own words what happened on the day of the
1 - 42 - 44 DM	incident of Jan. 28, 2016.
1:42:44 PM	Atty Razor direct exam of Witness Dunaway
1:43:13 PM	Note: Hughes, Pam Regarding if Witness saw what tools were loaded in the truck.  Atty Razor direct exam of Witness Dunaway
1.43.13 FM	Note: Hughes, Pam Continues his statement
1:44:41 PM	Atty Razor direct exam of Witness Dunaway
2	Note: Hughes, Pam Regarding if Witness told Coty Hunt that the leak had to be fixed no
	matter what.
	Note: Hughes, Pam Did Coty ask him to come to the site, and did it ever get told to him
	that there was an electric wrench and a generator onsite.
1:45:43 PM	Atty Razor direct exam of Witness Dunaway
	Note: Hughes, Pam Continues his statement.
1:47:56 PM	Atty Razor direct exam of Witness Dunaway
	Note: Hughes, Pam Regarding going to the job site and taking the photos.
1:48:29 PM	Atty Razor direct exam of Witness Dunaway
	Note: Hughes, Pam Contractor Norman Schwartz fixed the leak the next day. Pressure
1:49:53 PM	testing being performed documentation.
1.45.55 FM	Atty Razor direct exam of Witness Dunaway  Note: Hughes, Pam  Regarding asking for written statements on the day of the incident
	from Coty Hunt and Scotty Masters. Regarding being in agreement
	with the statement from Scotty Masters and Coty Hunt.
1:51:18 PM	Atty Razor direct exam of Witness Dunaway
	Note: Hughes, Pam Regarding written statement from Mike Brown when he came back
	to work within 1 or 2 days.
1:52:09 PM	Atty Razor direct exam of Witness Dunaway
	Note: Hughes, Pam Regarding agreement or disagreement with the statement of Mike
	Brown. Flemingsburg exhibit 5.
1:56:28 PM	Atty Razor direct exam of Witness Dunaway
	Note: Hughes, Pam Regarding Coty Hunt receiving letter of Reprimand. Mike Brown
	was also given one. It was from the City but the KLC's attorneys
	recommended this letter, not from the PSC.

1:58:16 PM	Atty Razor direct exam of Witness	
4 50 30 514		Date on letter 5-6-16.
1:58:28 PM	Atty Razor direct exam of Witness	The state of the s
		Regarding the Safety plan and Operation and Maintenance manual of the City.
1:59:11 PM	Atty Spenard states this is part of	the record of this case.
1:59:34 PM	Atty Razor hands out Flemingsburg	g Exhibit 8
		Operation and Maintenance Plan for the City of Flemingsburg Natural Gas System, revised 8/15/15.
2:01:06 PM	Atty Razor direct exam of Witness	Dunaway
		Regarding if the O&M plans incorporate the training modules for the employees.
2:01:45 PM	Atty Razor direct exam of Witness	Dunaway
	Note: Hughes, Pam	Regarding O&M plan, page 7.
		Regarding whether he had any reason to believe that the workers didn't have the knowledge that it was dangerous to use the electric wrench and generator.
2:03:59 PM	Atty Razor direct exam of Witness	Dunaway
	Note: Hughes, Pam	Finding # 1 of the Commissions Order
		Finding # 2 of the Commissions Order.
2:04:37 PM	Atty Razor direct exam of Witness	
	Note: Hughes, Pam	Never had a concern about any of those employees doing drugs or using alcohol on the job. Random testing every 3 months.
		Regarding Drug testing and alcohol testing not done after the incident.
2:06:31 PM	Atty Razor direct exam of Witness	CONTRACTOR OF THE CONTRACTOR O
	Note: Hughes, Pam	Regarding equipment the city now has; Oxygen sensors, full fire gear (2 sets). hard hats, gloves.
	Note: Hughes, Pam	Recommendations of the PSC in their report concerning safety equipment. Report of 6/16/2016.
2:08:20 PM	Atty Razor direct exam of Witness	Dunaway
	Note: Hughes, Pam	One incident since the 1/28/2016 that operator used the safety equipment. Sub contractor repairs anything 1 inch or above.
2:09:36 PM	Amendment to the O&M plan revis	sed 8/2/16 handed out Exhibit 9
	Note: Hughes, Pam	Witness reads from the amendment for procedures for repairing gas leaks. Exhibit $9$
2:12:15 PM	Atty Razor direct exam of Witness	Dunaway
		Accidental ignition training for all employees done in March.
2:12:54 PM	Atty Razor direct exam of Witness	
	Note: Hughes, Pam	Gas operations supervisor should perform mock emergencies. This has not been done but it has been talked about.
2:13:25 PM	Atty Razor direct exam of Witness	
	Note: Hughes, Pam	Final incident report not done.
2:13:37 PM	Atty Razor direct exam of Witness	7 Salar State
	Note: Hughes, Pam	Recommendation of PSC for employees to attend KY Gas Association fire school.
2:14:12 PM	Atty Razor direct exam of Witness	
	Note: Hughes, Pam	Regarding anything further Witness wants to state about this incident and how to prevent it again.
2:15:19 PM	Atty Razor direct exam of Witness	Dunaway
	Note: Hughes, Pam	Regarding the impact on the environment.
2:15:44 PM	Atty Razor direct exam of Witness	
	Note: Hughes, Pam	Any violations in the past 20 years?
	Note: Hughes, Pam	Regarding this being an accident

2:16:21 PM	Atty Razor direct exam of Witnes Note: Hughes, Pam	OSHA fines paid. Allegations admitted.
2:17:40 PM	Note: Hughes, Pam Atty Razor direct exam of Witnes Note: Hughes, Pam Note: Hughes, Pam	Any economic benefit resulting from this incident.  s Dunaway  Incident about coming to work on a Sunday to fix a water leak.  Regarding treatment of Mike Brown since the incident.
2:21:08 PM	Atty Spenard cross exam of With Note: Hughes, Pam	ess Dunaway  Regarding the PHEMSA report that appears as the Appendix to the  Commissions Order that opened this case. 2/19/16
	Note: Hughes, Pam	Revised report not done and what steps need to be taken to finalize this report.
2:22:45 PM	PHDR	
	Note: Hughes, Pam	Need final PHEMSA report filed into the reord
2:23:02 PM	Atty Spenard cross exam of Witn	•
	Note: Hughes, Pam	Superintendent, reports to the Mayor. Regarding Joetta Marshall is the City Clerk currently, second line of contact. Now there is an 800 number.
2:24:18 PM	Atty Spenard cross exam of Witn	ess Dunaway
	Note: Hughes, Pam	Regarding copy of the PHEMSA report attached to the Commission's Order.
2:25:22 PM	Atty Spenard cross exam of Witn	MANUSCO TEACHER TO THE THE TEACHER TO THE TEACHER TO THE TEACHER TO THE TEACHER TO THE THE TEACHER TO THE TEACHER TO THE TEACHER TO THE TEACHER TO THE THE TEACHER TO THE TEACHER TO THE TEACHER TO THE TEACHER TO THE T
	Note: Hughes, Pam	Page 1 of 9 of PHEMSA report. Line 8 Unintentional release of gas.
2:26:28 PM	Atty Spenard cross exam of Witn	The state of the s
2 27 44 24	Note: Hughes, Pam	Line 13, page 1 of 9. Shutdown - vented leak fixed live- Contractor fixed the leak after the incident.
2:27:44 PM	Atty Spenard cross exam of Witn	3 C C C C C C C C C C C C C C C C C C C
2:28:04 PM	Note: Hughes, Pam	Regarding how Norman Schwartz fixed the leak.
2.20.04 PM	Atty Spenard cross exam of Witn Note: Hughes, Pam	4 inch line is a two way feed. Possible to have sqeezed the line and
2:28:39 PM	Atty Spenard cross exam of Witn	only one customer would have been affected.
2.20.55111	Note: Hughes, Pam	Page 2 of PHEMSA report. Bottom page -type of release involved,
		seal or packing.
2:29:22 PM	Atty Spenard cross exam of Witn	
	Note: Hughes, Pam	Page 4 of 9 of PHEMSA report. Part G - cause information. G4
2:30:09 PM	Atty Spenard cross exam of Witn	other outside force damage.
2.50.05114	Note: Hughes, Pam	PHEMSA report. page 6 of 9. G4 other outside force damage, sub
	riote: riagnes, ram	cause- electrical arcing of equipment or facilities.
2:31:54 PM	Atty Spenard cross exam of Witn	ess Dunaway
	Note: Hughes, Pam	Page 8 of 9 of PHEMSA report. G7- incorrect operation. Why are there no notations concerning this in the report?
2:33:25 PM	Atty Spenard cross exam of Witn	
	Note: Hughes, Pam	Fine recieved from OSHA. \$14,700.00 final amount after reduction \$4,200 or 4,800. Not sure
2:34:52 PM	Atty Spenard cross exam of Witn	ess Dunaway
	Note: Hughes, Pam	Mr. Schwartz pressure tested the lines. Were records available when Staff investigated
	Note: Hughes, Pam	Regarding the Incident investigation report attached to the opening Order in this case. Page 2 findings.
2:37:14 PM	PHDR	
SECTION OF THE SECTIO	Note: Hughes, Pam	Pressure tests in the reports

2:37:56 PM	Atty Spenard cross exam of Witr	ness Dunaway					
	Note: Hughes, Pam	Utiltiy Superintendent in Gas, Water and Waste water departments.					
		Financial side of those utility services.					
2:38:44 PM	When proper is could be seen as the second of the second o						
	Note: Hughes, Pam	Response of City of Flemingsburg to Commission's first request for information					
2:40:34 PM	Atty Spenard cross exam of Witr	ness Dunaway					
	Note: Hughes, Pam	Regarding revenues with utility service and rate structures, operating expenses with any of the segments offered by Flemingsburg.					
2:41:26 PM	Atty Spenard cross exam of Witr						
	Note: Hughes, Pam	PSC exhibit 3. Page 2. Statement of revenues, espenses and changes in fund net position - propriatory fund for year ended June 30, 2016.					
2:42:57 PM	Atty Spenard cross exam of Witr	ness Dunaway					
	Note: Hughes, Pam	PSC exhibit 3, page 2. Regarding statement in furtherest right hand column - contributions in aid of construction.					
2:44:09 PM	Atty Spenard cross exam of Witr	ness Dunaway					
	Note: Hughes, Pam	Regarding reporting to Mayor and attending City Council meetings.					
	Note: Hughes, Pam	Regarding his input as far as rates that the customer pays.					
2:45:35 PM	Atty Spenard cross exam of Witr						
	Note: Hughes, Pam	Witness is Ultimately responsible for proper training of employees.					
	rroter riagnes, rain	Safety Committee.					
2:46:23 PM	Atty Spenard cross exam of Witr	SERVINE AND THACKMISS STORY AND					
	Note: Hughes, Pam	Utility workers trained to use equipment					
2:46:45 PM	Atty Spenard cross exam of Witr						
	Note: Hughes, Pam	Regarding the Decision making process to sub-contracting out work.					
	Note: Hughes, Pam	How frequently was the city using contractors to make repairs to its gas lines. May have subbed out 1 or 2 a year.					
2:48:07 PM	Atty Spenard cross exam of Witr						
	Note: Hughes, Pam	Regarding the amendment to the O&M plan for natural gas. Larger					
	<u> </u>	than 1 inch goes to a contractor to repair. Smaller lines in need of welding is sub-contracted.					
2:49:10 PM	Atty Spenard cross exam of Witr	ness Dunaway					
	Note: Hughes, Pam	Regarding the repair of the 4 inch line made the day of the incident. Assessment made that the flow of gas could have been cut off.					
2:50:18 PM	Vice Chairman cross exam of Wi	tness Dunaway					
	Note: Hughes, Pam	Regarding Letter of reprimand of Coty Hunt stated regular training sessions are done.					
2:51:47 PM	Vice Chairman cross exam of Wi	tness Dunaway					
	Note: Hughes, Pam	Regarding Flemingsburg exhibit 8, page 28. Accident investigation.					
	Note: Hughes, Pam	No process where all the parties discuss the situation and try to find out the cause of the incident.					
2:54:02 PM	Vice Chairman cross exam of Wi	tness Dunaway					
	Note: Hughes, Pam	Regarding Utilizing safety equipment recommended. # other witnesses have stated that they have not seen or utilized the equipment.					
2:56:00 PM	PHDR	5 5					
	Note: Hughes, Pam	Documentation of when the safety equipment is used and the proper way to use it.					
2:56:53 PM	Vice Chairman cross exam of Wi	With Carlotte Annual Park Annual State					
	Note: Hughes, Pam	Regarding no drug or alcohol testing done on date of incident. Failure of Superintendent to get this done.					

2:58:08 PM	Vice Chairman cross exam of Witne	ss Dunaway
		New electric wrench and generator purchased prior to the incident
		and misunderstanding to whether it was safe to use in the gas line
2 22 23 12 1		epair. No documentaion written to only use on water leaks.
3:00:08 PM	Vice Chairman cross exam of Witne	
		Regarding the confusion on equipment use and reporting of
		ncidents, meetings needed to go over safety issues with
3:02:58 PM	Chairman cross exam of Witness D	employees.
5.02.50 111		Regarding Coty Hunt's letter of reprimand. Did Mike Brown recieve
	-	one and is it in his file at the City?
3:03:52 PM	Chairman cross exam of Witness De	
	Note: Hughes, Pam F	Regarding KY Gas Association training.
		Any other specific training to the 3 employees other than the ones
		done in March.
3:05:47 PM	Chairman cross exam of Witness De	
2.06.25.014		Did Scotty Masters recieve letter of reprimand? No.
3:06:25 PM	Chairman cross exam of Witness D	the and the second seco
		DQS training by Roger Wingate. Mr. Hunt and Brown have recieved and Witness Dunaway also. Any additional training from any other
		source
3:07:25 PM	Chairman cross exam of Witness D	NATA TO BOTH STO
		Referring to letter to Coty Hunt - reprimand letter. Attorney from
		he KLCs.
		Open compensation claim of Mr. Brown against the city. One other
4 14 14 41		itigation by Mr. Brown on PTSD?
3:10:19 PM	Chairman cross exam of Witness D	
		Reffering to the revenue received by the City of Flemingsburg
		Utilities and gas fund. Mayor and city council have authority to raise rates. No independent utility commission. Does give gas
		service to anyone outside city limits. Rate structures are increased
		outside city limits. Would same be true for Water and waste
		water?
3:12:43 PM	Chairman cross exam of Witness D	**************************************
		What class city is Flemingsburg? Atty Razor states that she thinks
2.12.20 DM		they have done away with the classifcations.
3:13:29 PM	Chairman cross exam of Witness D	The street was a series of the street of the
	-	Pressure testing involving the gas lines and noted no records of this at time of inspection by the PSC.
3:14:56 PM	Chairman cross exam of Witness D	, ,
311 1130 111		Response by Flemingsburg - admitted all allegations including that
	and the state of t	the lines had not been pressure tested.
3:15:27 PM	Chairman cross exam of Witness D	ALAD DE LEGIS DE PRODUCTION DE LEGIS DE
	Note: Hughes, Pam	Had Mr. Hunt and Mr. Brown used squeeze tools before?
		Regarding the time of accident, were there sqeeze tools available.
		Not for 4 inch, but yes for 1 and 2 inch lines.
3:17:02 PM	Chairman cross exam of Witness D	
2.17.20 DM		Regarding timeframe of final PHEMSA report.
3:17:29 PM	Chairman cross exam of Witness D	and the formula of the first of
3:18:03 PM	Note: Hughes, Pam  Atty Razor re exam of Witness Dun	Regarding Mr. Dunaway being disciplined by the Mayor.
3.10.03 111		PHEMSA report G7- equipment failure
3:19:09 PM	Chairman cross exam of Witness D	
		Regarding the City owning any arc proof tools.

-			
	3:19:49 PM	Atty Spenard re-cross exam of Wi	tness Dunaway
		Note: Hughes, Pam	Letter of reprimand to Coty Hunt and Mike Brown. Anyone telling either one that the PSC wanted them to sign.
	3:20:58 PM	Vice Chairman re-cross exam of V	Vitness Dunaway
		Note: Hughes, Pam	Regarding his meeting with Mayor to what would happen to prevent this incident from happening again.
	3:23:00 PM	Chairman re-cross exam of Witne	ess Dunaway
		Note: Hughes, Pam	Regarding Occupational tax and sale of alcoholic beverages in city limits
	3:23:43 PM	Witness excused.	
	3:23:52 PM	Chairman statements on PHDR	
		Note: Hughes, Pam	Staff will send out Post Hearing Data Requests by 6/20. Flemingsburg will provide answers by 7/7.
	3:25:38 PM	No briefs to be filed.	
		Note: Hughes, Pam	Can by 7/7 if needed.
	3:26:39 PM	Adjourned	
	3:26:59 PM	Session Paused	



# 2017-00079\_13June2017

# City of Flemingsburg Utilities

Judge: Bob Cicero; Michael Schmitt

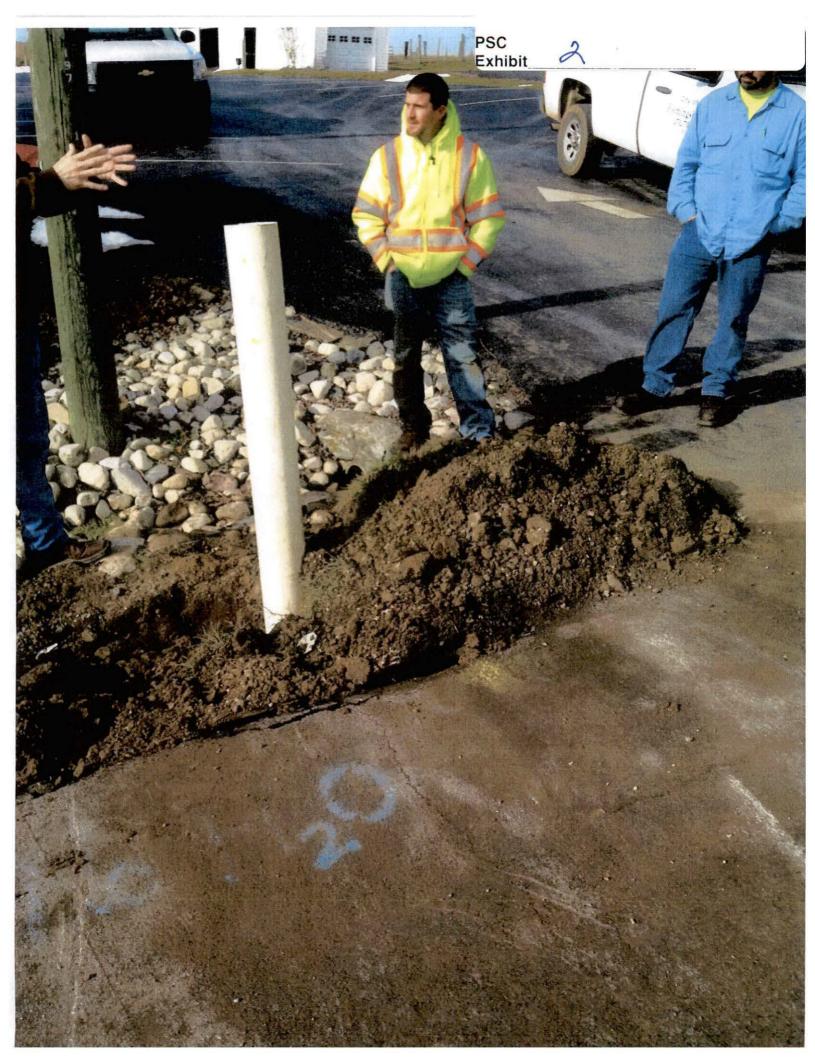
Witness: Flemingsburg Utilties Coty Hunt; Flemingsburg Utilities Isaiah Scotty Martin; Joe Edward Dunaway, Jr.,

Director; Flemingsburg Utilities Michael H. Brown; Steve Samples

Clerk: Pam Hughes

Name:	Description:
Flemingsburg Exhibit 01	Written statement of incident by Scotty Masters dated 1/28/16 (shows wrong date of 2015)
Flemingsburg Exhibit 02	Written statement of Coty Hunt as to incident, dated 1/28/16
Flemingsburg Exhibit 03	OQS M-7 training Certificate of Coty Hunt
Flemingsburg Exhibit 04	Letter of Reprimand to Coty Hunt dated 5-6-16
Flemingsburg Exhibit 05	Written statement of Mike Brown as to the incident on 1/28/16, dated 3/21/16
Flemingsburg Exhibit 06	OQS M-7 Training certificate of Mike Brown
Flemingsburg Exhibit 07	Series of 4 photographs taken by Joe Dunaway at the gas leak site the day of the incident.
Flemingsburg Exhibit 08	Operation and Maintenance Plan for the City of Flemingsburg Natural Gas System. Revised 8/15/15
Flemingsburg Exhibit 09	Amendment to the Operation and Maintenance Plan for the City of Flemingsburg Natural Gas System. Revised 8-2-16 Section S, Page 10.
PSC Exhibit 01	Photo taken of open hole where gas line was leaking
PSC Exhibit 02	Photo of covered hole that had a vented pipe sticking out.
PSC Exhibit 03	City of Flemingsburg response to Staff's first request for information.





# RECEIVED

# COMMONWEALTH OF KENTUCKY BEFORE THE PUBLIC SERVICE COMMISSION

JUN 1 2017
PUBLIC SERVICE
COMMISSION

IN THE MATTER OF:

CITY OF FLEMINGSBURG AND CITY OF	)	
FLEMINGSBURG UTILITY SYSTEM	)	CASE NO. 2017-00079
ALLEGED FAILURE TO COMPLY WITH	)	
KRS 278.495 AND 49 CFR PART 192.605 (a);	)	
49 CFR PART 192.721; 49 CFR PART 199.105:	)	
AND 49 CFR 199.225	)	

# RESPONSE OF CITY OF FLEMINGSBURG AND FLEMINGSBURG UTILITY SYSTEM TO COMMISSION STAFF'S FIRST REQUEST FOR INFORMATION

Please see the attached Affidavit of Joetta Marshall, City Clerk, City of Flemingsburg, Kentucky in response to the Commission Staff's First Request for Information dated May 25, 2017.

MacDonald, Walton & Razor, PLLC

By:

Kimberly Leet Razor, Assistant City Attorney

CERTIFICATE OF SERVICE

The undersigned hereby certifies that the foregoing Response, Affidavit, and requested documentation was filed with the Commission by express mailing the original and ten copies to 211 Sowo Blvd.

Talina R. Matthews, Executive Director, Public Service Commission, P.O. Box 613, Frankfort,

KY 40602, and to parties of record this

Kimberly Leet Razor

day of May, 2017.

## CITY OF FLEMINGSBURG, KENTUCKY STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION - PROPRIETARY FUND For the Year Ended June 30, 2016

OPERATING REVENUES	<u>.                                    </u>	Water Fund	Waste ater Fund		Gas Fund	 Total
Charges for Services Other Revenue	\$	735,202 20,902	\$ 709,017 72,870	\$	841,918 24.168	\$ 2,286,137 117,940
Total Operating Revenues		756,104	781,887		866,086	2,404,077
OPERATING EXPENSES						
Gas Purchases Water Purchases Salaries and Wages		293,696 113,686	137.718		302,656 154,839	302,656 293,696 406,243
Fringe Benefits		63,683	67,934		67,927	199,544
Contractual Services		103,395	189,926	•	38,302	331,623
Materials and Supplies		166,006	85,916		19,864	271,786
Other Charges		8,923	4,868		16,499	30,290
Depreciation and Amortization		205,670	 407,640		78,665	 691,975
Total Operating Expenses		955,059	 894,002		678,752	 2,527,813
NET OPERATING INCOME (LOSS)	\$	(198,955)	\$ (112,115)	\$	187,334	(123,736)
NON-OPERATING REVENUES (EXPENSES) Interest Income Interest Expense Gain on Disposal of Assets Total Non-Operating Revenues (Expenses)						 5,287 (147,868) 325 (142,256)
NET INCOME (LOSS) BEFORE CONTRIBUTIONS AND TRANSFERS						(265,992)
Contributions in Aid of Construction						406,056
Change in Net Position						140,064
NET POSITION - BEGINNING OF YEAR						 13,585,557
NET POSITION - END OF YEAR						\$ 13,725,621

## CITY OF FLEMINGSBURG, KENTUCKY NOTES TO THE FINANCIAL STATEMENTS June 30, 2016

## NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

#### Governmental Funds

All governmental fund statements are reported using the current financial resources measurement focus and are accounted for using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (when they become both measurable and available). "Measurable" means the amount of the transaction can be determined and "available" means collectible within the current period or soon thereafter to be used to pay liabilities of the current period. The City considers property taxes as available if they are collected within 60 days after year end. Expenditures are recorded when the related fund liability is incurred. Debt service expenditures are recorded only when payment is due.

The primary government reports the following major governmental funds:

General Fund - This is the primary operating fund of the City. It accounts for all financial resources of the general government, except where the Department for Local Government requires a separate fund or where management requires that a separate fund be used for some function. Activities include general administration of the city and the street maintenance department.

Community Development Fund - This is a Special Revenue fund used to account for the following:

Streetscape Project - CDBG project to restore downtown by relocating all utility service lines from sight on Main Street.

Community Television Access Fund – The primary source of revenue is generated from City cable franchise fees. The fund provides local programming for City residents.

#### Proprietary Funds

Proprietary Funds are accounted for using the economic resources measurement focus and the accrual basis of accounting. The accounting objectives are determinations of operating income and changes in net position, financial position and cash flows. All assets and liabilities are included on the Statement of Net Position. The City has presented the following major proprietary fund:

Utility Fund - The utility fund is used to account for the provision of gas, water, and sewer services to the residents of the City. Activities of the fund include administration, operations and maintenance of the gas, water and sewer system and billing and collection activities. The fund also accounts for the accumulation of resources for, and the payment of, long-term debt principal and interest for gas, water, and sewer debt. All costs are financed through charges to utility customers with rates reviewed regularly and adjusted if necessary to ensure integrity of the fund.

Proprietary funds distinguish operating revenues and expenses from non-operating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with a proprietary fund's principal ongoing operations. Operating expenses for the proprietary funds include the cost of personnel and contractual services, supplies and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

## January 28, 2016

Found leak earlier that morning and we found where it was leaking at and Coty tried to tighten up old saddle to fix leak. Then Mike tried and couldn't succeed in fixing the leak. So Coty contacted our supper visor Joe Dunaway and asked him what to do next. And he said for now take off old saddle and place a band over where saddle was and tap in a different spot for 5040 service line. So I went to the office and got a saddle, two bands and a compression coupling and all tools to put the band and tap on with. Including the gas box, the generator, the electric impact, the thumb wrench and 1 1/16 wrench. When I arrived Mike and Coty had dug the dich bigger to work on the leak. Mike was in the ditch and Coty helped me unpack the tools. Mike unbolted old saddle moved out of the way to put the saddle on and he sled the band aide over hole where tap was and tightened down with electric impact. The band did not hold the gas from coming through the hole so we put the other band on the pipe that we brought and tightened down with electric impact. Still did not fix leak and Coty contacted our supervisor Joe Dunaway, Coty said joe said to take rasp and file the hole to smooth edges and use our soap bottle to wash pipe off. So mike proceed in loosing band aide and sliding over and smooth washing pipe. When got done he slide band back over the hole and using electric impact to start to put band back on. Then that's where the gas flared up and caused a boom which caused a fire. But it blew itself out and mike jumped out of hole where the leak was at and was running away from hole and yelled Am I on fire. I ran and got fire extinguisher and ran towards Mike. I found out he wasn't on fire and then Coty called Joe and told him there was an accident and Mike said he wanted to go to the Emergency Room. Mike was complaining of his knees was hurting and his face felt like it was on fire. Mike preferred to be taken to Flemingsburg Hospital Emergency Room at approximately 1:00. While I was taking Mike to hospital. Coty used a wrench and made sure gas wasn't working no more. After I dropped Mike off I went back and Helped Coty, David, and Greg tap the service line for 5040. After Coty and David and Greg got the saddle on I was putting up tools.

Isaiah Scotty Masters

I Dott 9hut 1/28/15

It was Mike Brown, Scotty Masters and myself working on a natural gas leak on a 4 inch main were a tapping saddle was leaking and couldn't get the saddle to seal. It kept leaking so we decided to take the saddle off and put on a 4 inch band aid for a temporary fix. The first band aid we put on wouldn't seal right so we tried another one and it was leaking also. I called Joe Dunaway and asked him what else we could do and he informed us to wet a rag and take a rasp and run over the hole were the tap was, in case it had a burr on it causing the band aid not to seal. We tried doing what he informed us to try and was in the process of tightening the band aid back up when all of a sudden there was a big explosing of fire that came up out of the ditch. I turned away real fast to avoid contact with it and when I turned back around Mike was coming out of the ditch asking if he was on fire and I responded no you are not on fire your hair is singed real bad and you face is red. Then I got on the phone and called Joe right away and told him what had happened and that Mike wanted to go the hospital. He told me to ask him where he wanted to go and Mike said he wanted to go to Fleming County Hospital. Scotty Masters drove him to Fleming County Hospital. I stayed at the scene while Scotty drove mike to the hospital.

Cary Hund

# INDUSTRIAL TRAINING SERVICES, INC. Coty D. Hunt

0

Flemingsburg Utilities

has completed the Knowledge Component for

OQS M-7

Prevent Accidental Ignition/ Abnormal Operating Conditions

> conducted by RL Wingate and Associates

Industrial Training Services, Inc. is authorized by IACET to offer .6 CEUs for this program.

COURSE DISTRUCTOR



March 25, 2013

DATE

## City of Flemingsburg Martin L. Voiers, Mayor

Council Members Van Alexander Ricky Hurst Scott Manning

P.O. Box 406 140 W. Electric Ave. Flemingsburg, KY 41041 (606) 845-5951 fax (606) 845-0712 www.flemingsburgky.org Council Members Georgianna Sparks Meredith Story Kathy Moore

To: Coty Hunt

From: Martin L. Voiers

Date: 05-06-16

Re: Letter of Reprimand

This is an official written reprimand for failure to observe appropriate safety precautions to prevent an accidental ignition while engaged in the task of repairing a leaking natural gas distribution line on January 28, 2016. The use of portable electrically powered tools to tighten the clamp around the leaking pipe was responsible for the accident that occurred endangering the health and safety of yourself and the other employees in the work crew.

The City of Flemingsburg provides regular training for all employees engaged in operations of the natural gas system to ensure that the employees have knowledge to safely perform their duties. D.O.T. Standard 192.751 Prevention of accidental ignition, states:

"Each operator shall take steps to minimize the danger of accidental ignition of gas in any structure or area where the presence of gas constitutes a hazard of fire or explosion, including the following: (a) When a hazardous amount of gas is being vented into open air, each potential source of ignition must be removed from the area and a fire extinguisher must be provided."

According to the Industrial Training Services, Inc. Operator Qualification Series manual OQ Tasks M-7, Preventing Accidental Ignition, "Internal combustion engines that power trucks, cars, compressors, pumps, **generators**, and other equipment should not be operated in suspected or known hazardous atmospheres." Use of such equipment may generate sparks causing electrical arcing.

As a trained certified operator, you should have been aware of the risks inherent in the use of powered tools in this particular situation and thus should have utilized appropriate procedures to safely complete the assigned task.

Further violations of these safety measures may result in additional disciplinary action, including the possibility of suspension without pay and /or dismissal from employment.

The City of Flemingsburg seeks to provide equal opportunity to all of its employees and applicants for employment and to prohibit discrimination based on race, color, sex, religion, ethnicity, national origin, political affiliation, physical or mental disability, age, or marital status. The city promotes equal opportunity in matters of hiring, promotion, transfer, compensation, benefits and all other terms, privileges and conditions of employment.

Flemingsburg Exhibit 4 EMLOYEE ACKNOWLEDGEMENT: I acknowledge receipt of this written reprimand but not necessarily agreement with its content. I understand that a copy of this written reprimand will be placed in my official personnel file and that I have the right to prepare a letter of rebuttal to be attached to the written reprimand.

Employees' Signature: Loty Hunt	
Date: 5-6-16	
Supervisor's Signature: Dany Sheet	
Date: 5-6-16	
Superintendent's Signature:	
Date: 5-6-16	

We was working on A gas Leak on 1-28-16. It was me, (michael Brown) Coty Hunt a Scotty MASLERS WORKING on the Leak. Coty Dug Down with the track-Hoe To Loosen the Ground. After Loosen the Ground we Dag By hAND. After Finding the Leak, It WAS A TAP Crossing the ROAD, We Tried Tighting it Down, But it DiANT work. Coty was over the Crew, so he CAlled our Superintent Joe Dunaway, I WAS TOLD THAT JOE SAID TO TAKE OFF the old TAP And Put A Full Circle Clamp over the 3/4-1" hole And RetAp it. After I Took the TAP off Coty handes me A Full Circle CAMP, but would not Fit, So he handed me Another one that I Put on, But it Still LAAKED. I Told Coty To CAll Joe To See What he wanted To Do, Becouse it was still Lasking, Coty stid That Joe SA: D TO TAKE IT BACK Off AND make Sure it was clear under it AND Around it. So I DiD, then Put it BACK on, But it Still Leaken, Joe I had Coty to CAIL Joe Again, He SA:D Joe SA:D TO Fike The hole Down with A File, Becouse it could

Be rough Around the hole, I Told Coty I would Try this, But I wasn't Sure ABOUT Filing on A 4" Plastic GAS MAIN Full of Pressure, But I Did And Put The full Circle Clamp BACK on, only To Find it Still Leaking. I Told Coty To CAll Joe Again, Becouse I Felt Like Joe Needed To come And look at the Lesk, Becouse I have Done this Enough To know that we had A Bigger Problem Than Just what we was trying to Fix, I Told Coty To Tell Joe That I Thought It was A Problem we Couldn't Fix. Coty Told me that Joe SAID We Couldn't Leave it Leaking Like that. Joe Told Coty To Tell me to Do What ever I could To stop the Leak, Befor LeAving. Coty then told me Joe SA:D To Tighted the Bolts Down As tight AS I could I TOID Coty that I was Afraid we was A going to keep on To Some one got burt. But I Started Tightening Down the Bolts AND WAS Almost Done when The GAS Line Exploded in the my FACE. The Next thing I Remmember was Asking if I was on Fire Becouse my FACE WAS Burning off, And it hAD Burned most of the hAir off my HeAD 2FACE.

I Told Them that one of them Needed To get me To the Hosp: +Al. Because my FACE WAS Burning, wrist, And my BACK a Neck WAS bunting BAD. Scotty Brought me To Fleming Co. Hospidal As soon As I walked in the LARY AT the Desk Ask.D me what hap happened, I Told her, She sent me Stright BACK To the ER. The Doctor Seen me And Ask A Few Questions I Told bim WAAT LAPPENED. HE SOID HE WAS going to Give me 2 Pain Shot's For the Burn. I was baring trouble Breathing, the Dr. SAiD he was going to give me one more shot, And whin I woke up I would be in UK Hosp: +al. I woke up in the ICU Burn center in UK Hospidal LAter that Night whill on A ventilator And About 4 Ivs And Alot of other MAchines. After Being Flower in By Helicopter.

I WAS JUST ASK TO FILL This out on 3-21-16
Michael Brown



(

Flemingsburg Utilities

has completed the Knowledge Component for

OQS M-7

Prevent Accidental Ignition/ Abnormal Operating Conditions

> conducted by RL Wingate and Associates

Industrial Training Services, Inc. is authorized by IACET to offer .6 CEUs for this program.





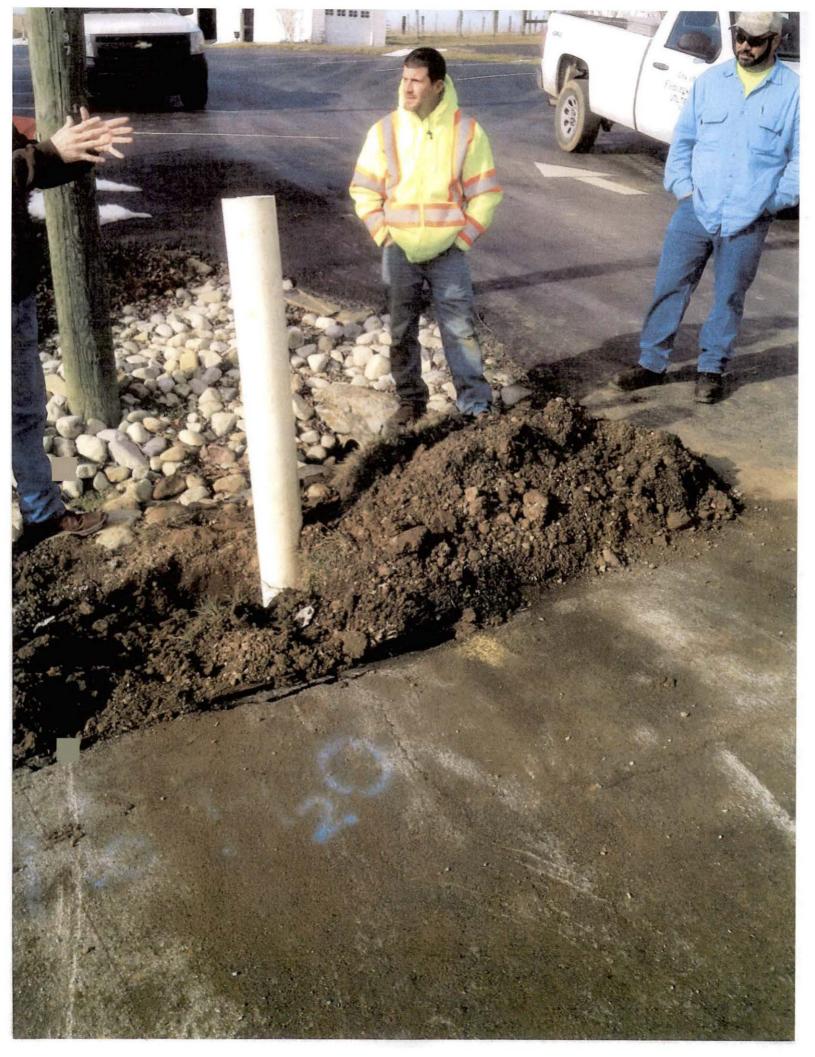
March 25, 2013

DATE









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#### A. System Description

#### 1. Map of System.

A map of the system is maintained that shows all of the following:

- a. Gas pipeline location
- b. Type of pipe, diameter of pipe
- c. All shut off valves
- d. Regulators and relief valves

#### 2. Maximum Allowable Operating Pressure

The Maximum Allowable Operating Pressure (MAOP) for the gas distribution system is ninety (90) lbs. This is the pressure historically delivered by Columbia Gas.

This pressure will not be exceeded without following the Uprating section of this plan.

All new pipelines must be tested to establish MAOP. The following records must be maintained to document the MAOP:

- a. Date pipeline put into operation
- b. Type of pipe (all known details)
- c. Diameter and wall thickness of pipe
- d. Test results for the pipe
- e. MAOP for safe operation of the system

#### B. Incident Notification

#### 1. Incident Definition

An incident is an event that involves release of gas from a pipeline that results in:

- a. Death, or personal injury
- b. Gas igniting unintentionally
- Estimated property damaged, including cost of gas lost, of \$25,000 or more.
- d. Unscheduled outage for forty (40) or more customers for four (4) of more hours
- e. Any other significant occurrence that is newsworthy

#### 2. State Notification of Incident

The Engineering Division of the Kentucky Public Service Commission (PSC) will be promptly notified by telephone of all incidents. The phone number for notification is (502)782-7903 ext. 416. After business hours please call 1-800-255-2587

#### C. Continuing Surveillance

The condition of the gas pipeline system will be continually evaluated based on failures, leakage history, exposed pipeline reports, corrosion, substantial changes in cathodic protection requirements and maintenance needs. Each time new information is available, an evaluation of the system will be done. If a segment of pipeline is determined to be in unsatisfactory condition but no immediate hazard exists, the segment shall be repaired, replaced or abandoned.

#### D. Design, Materials & Construction

- All new pipeline and components will be coated steel or plastic. Coated steel
  pipelines and components will be cathodically protected and will have a
  protective coating applied at all joints and exposed surfaces.
- Plastic pipelines will have tracer wire buried with the pipe to enable electronic location of the pipeline in the future.
- 3. All pipelines will be buried a minimum of 24 inches.
- Personnel joining pipeline segments will be qualified under either Subpart E
  or F of 49 CFR 192. The PSC maintains a list of qualified individuals for
  installing and repairing pipelines that master meter operators may select from.

#### E. Pressure Tests

- All new pipelines or pipelines that have been relocated or replaced must be tested for leaks and to substantiate MAOP.
- 2. All pipelines, except service lines and plastic pipe, will be tested to discover all leaks. The pipe will be tested for 10 minutes as follows:

Operating Pressure	Test Pressure		
less than 1 psig	at least 10 psig		
at or above 1 psig	at least 90 psig		

3. Service lines other than plastic must be leak tested before being placed into service. The service line connection to the main must be included in this test, if feasible. If not, the connection to the main must be given a leak test at operating pressure. The following test pressures apply:

Operating Pressure	Test Pressure		
up to 40 psig	at least 50 psig		
above 40 psig	at least 90 psig		

- Plastic mains and services must be tested to 1.5 times the MAOP or 90 psig, whichever is greater. The temperature of the pipe must be less that 100° F during the test.
- 5. Leak repairs will be tested at operating pressure by soap suds test to verify that the leak has stopped.

#### F. Damage Prevention Program

When an excavation is planned on any property, or when an excavation by someone else on any property is discovered, the following actions will be taken:

- Determine if the excavation is planned within five (5) feet of the horizontal plane of an underground gas line, or whether a blasting operation will be close enough to disrupt or damage an underground gas line.
- Notify the excavator that you do or do not have underground gas lines in danger from this excavation. If you do, mark the lines within 18 inches on either side of the line with high visibility yellow paint.
- Once excavation begins, the excavation will be monitored to ensure that underground gas lines are not damaged by the excavator.

#### G. Uprating

- Before increasing pressure in any pipeline, a written, detailed plan will be developed.
- Detailed records of the uprating process will be maintained to substantiate the new MAOP.
- 3. The process will comply with all applicable portions of 49 CFR 192.555 and .557.

#### H. General Maintenance Procedure

- 1. All pipelines will be maintained in accordance with this manual.
- Pipelines that become unsafe will be replaced, repaired or removed from service.
- 3. Hazardous leaks will be repaired promptly.

#### I. Leak Survey Procedure

#### 1. Instruments Used

All instruments used in leak surveys must be calibrated in accordance with the manufacturer's specifications. All leakage surveys will use one of the two methods below:

- Hydrogen Flame Ionization (HFI) instrument sampling air at ground level.
- b. Combustible Gas Indicator (CGI) instrument sampling air from a hole driven into the ground.

#### 2. Area Surveyed

Gas has a tendency to travel by the path of least resistance and may not appear directly over the pipeline. All leak surveys will be done directly over the pipeline and at nearby manholes for other underground facilities and cracks in pavement or sidewalks.

#### 3. Survey Frequency

A leakage survey of the entire distribution system will be done annually depending on the following conditions:

- Leakage survey of areas where more than 100 people may congregate (Place of Public Assembly) must be done annually.
- ➤ For bare steel, cast iron, or pipelines without adequate corrosion control the frequency is once every three (3) years.
- All other lines must be surveyed at least once every five (5) years.

#### I. Leak Survey Procedure (cont.)

#### 4. Grading Leaks

All leaks are defined and will be grades as either:

- Class 1 A leak that represents an existing or probable
   hazard to persons or property and requires
   immediate repair or continuous action until the
   conditions are no longer hazardous.
- Class 2 A leak that is recognized as being non-hazardous at time of detection, but justifies scheduled repair based on probable future hazard.
- Class 3 A leak that is non-hazardous at the time of detection and can be reasonably expected to remain non-hazardous.

These classifications and definitions were developed by The American Society of Mechanical Engineers; more information can be obtained on page 21 of the student manual of Industrial Training Services GDS 2.50Q Task M1.

#### 5. Responding to Leaks

The action criteria listed on page 21 of the manual stated above will be followed.

#### 6. Leak Survey Records

Leak survey records will be maintained for the life of the pipeline and will include all of the following:

- a. Diagram showing location of leak and CGI readings
- b. Leak Grade
- c. Suspected cause of leak
- d. Pipe type and diameter
- e. Follow up monitoring of leak, if any

#### 7. Leak Repair Records

Detailed records of all leak repairs will be maintained for the life of the pipeline and will include all of the following:

- a. Date of repair
- b. Method of repair
- c. Diagram showing location of repair
- Leak test results after repair

#### J. Reinstating Service Lines

Before reinstating any service line, it must be tested as if it were a new service line in accordance with the Pressure and Leak Test section of this manual.

#### K. Abandonment and Inactivation of Pipeline

- Each pipeline that is abandoned or not being maintained will be physically disconnected from the source of supply and purged of gas. All abandoned vaults and valve boxes must be filled with a suitable compacted material.
- Whenever service to a customer is discontinued, one of the following will be done:
  - a. The valve that is closed to prevent the flow of gas must be provided with a lock or other means to prevent opening of the valve.
  - A mechanical device of fitting to prevent the flow of gas will be installed in the service line or in the meter assembly.
  - c. The customer's piping will be physically disconnected from the gas supply and the open pipe ends sealed.

#### L. Key Valve Testing

#### 1. Definition

Each valve that may be needed in an emergency situation to control the flow of gas in the system is considered a key valve.

#### 2. Testing Method

Each key valve will be tested by operating the valve one quarter of a turn.

#### 3. Testing Frequency

Each key valve will be tested each calendar year, with intervals not exceeding 15 months.

#### 4. Remedial Action

Each valve that does not operate easily will be greased or otherwise repaired.

#### OPERATION AND MAINTENANCE PLAN FOR

#### THE CITY OF FLEMINGSBURG NATURAL GAS SYSTEM

#### L. Key Valve Testing (cont.)

#### 5. Records

Key valve testing records will be maintained for the life of the pipeline and will include all of the following:

- Date of test
- b. List of valves tested, including location
- Description of any valve that did not operate properly
- d. Maintenance or repairs done an any valve

#### M. Prevention of Accidental Ignition

- 1. When gas is being vented to open air, each potential source of ignition will be removed and a fire extinguisher will be provided.
- 2. Gas or electric welding or cutting may not be performed on pipelines that contain a combustible mixture of gas and air.
- When venting gas, warning signs will be posted when appropriate.

#### N. Corrosion Control

#### 1. Cathodic Protection - General

All steel pipelines with an effective external coating will be cathodically protected in accordance with this procedure.

#### 2. Existing Underground Bare Steel Pipe

Pipe is considered bare if it has no external coating or the cathodic protection requirements are substantially the same as bare pipe.

- These pipelines will be monitored for active corrosion every three (3) years by electrical survey, study of leak history records, leak survey or other means.
- These pipelines will be cathodically protected in areas of active corrosion.

#### 3. Examination of Buried Pipe

Whenever buried metallic pipelines are exposed, the condition of the pipe must be recorded and remedial action taken if necessary. The record will contain:

- a. Precise location of the pipeline section viewed
- Type of pipe and diameter
- Condition of external coating
- Extent of corrosion, if any

#### N. Corrosion Control (cont.)

#### 4. Level of Cathodic Protection

Negative voltage of at least 0.85 volt with reference to a saturated coppercopper sulfate half cell will be maintained on the pipelines.

#### 5. Cathodic Protection Monitoring

- a. Each test station will be checked once every calendar year, at intervals not exceeding 15 months.
- b. Records Detailed records of this monitoring will be kept for the life of the pipeline.
- Prompt remedial action will be taken whenever unacceptable readings are found.

#### 6. Electrical Isolation

Cathodically protected pipelines will be electrically isolated from all other underground structures, unless the structures are protected as a unit.

#### 7. Test Leads and Test Stations

- A sufficient number of test stations will be established and monitored to ensure adequate protection of the pipeline.
- b. Test lead wires and connections to the pipe will be coated to protect them from corrosion.

#### 8. Remedial Measures - Steel

#### a. General Corrosion

Pipe that has lost 30% of its wall thickness will be replaced. If the affected area is small the pipe will be repaired.

#### b. Localized Corrosion Pitting

If a leak might result from localized corrosion pitting, the pipe will be repaired or replaced.

#### O. Regulator Station Inspection

- Each regulator used to control the flow of gas in the system will be inspected
  and tested at intervals not to exceed 15 months, but at least once each
  calendar year. This requirement does not apply to the regulators at the meter
  bar at a residence.
- 2. The inspection and test will consist of:
  - Visual inspection to ensure that the regulators are in good condition.
  - Reviewing piping details to ensure adequate capacity and proper installation to protect each regulator from dirt and liquids.
  - c. Ensure each regulator vent to the atmosphere is clear.
  - d. Each regulator will be stroked to ensure proper internal functioning and will be locked up.
- 3. Any malfunctions found during the inspection and test will be corrected before putting the regulator back in service.

#### 4. Records

A record of each inspection and test will be kept that shows:

- Location or identifying number of regulator.
- Regulator set point.
- Regulator lock-up pressure.
- d. Any repairs made to the regulator or associated piping.

#### P. Relief Valve Testing

All relief valves will be tested for proper operation once each calendar year at intervals not to exceed 15 months. If testing of the valve is not feasible, the relief capacity calculations will be reviewed to ensure adequate capacity.

#### O. Odorometer Test

Odorometer test (sniff test) shall be done on a weekly basis.

#### R. Records

The following records will be maintained to show compliance with this
 Operations and Maintenance Plan. Their frequency of generation, the part
 of the O & M plan describing these records, and space to enter dates of
 completion are shown below:

Record	Frequency	O & M Sect
Map of System	continual	А
Documentation of MAOP	all new pipe	Α
Log of all Incidents	when needed	В
Pressure Tests	new/relocated pipe	E
Uprating	as needed	G
Leak Survey	annual	1
Leak Repairs	as needed	T
Abandonment and Inactivation	as needed	K
Key Valve Testing	annual	L
Review of Unprotected Steel Pipe	every three(3) years	N
Condition of Exposed Pipe	whenever exposed	N
Cathodic Protection Tests	annual	N
Regulator Station Testing	annual	0
Relief Valve Testing	annual	Р
Odorometer Test	weekly	Q
Charts	weekly	

2. The following records are required by the **Emergency Plan**. Details about each record are in the Emergency Plan.

Record	Frequency		
Maintenance Employee Training	annual		
Customer Education	annual		
Review of Emergency Response	as needed		

#### EMERGENCY PROCEDURES PLAN FOR THE CITY OF FLEMINGSBURG NATURAL GAS SYSTEM

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#### INTRODUCTION

This manual has been prepared to provide City Personnel with data essential in an emergency situation.

It must be recognized that no emergency manual can cover all situations, that there is no substitute for the sound judgement of the situation by the person or persons involved, and that the safety and well being of the public must always be given prime consideration.

It is important that those who will have the responsibility of handling an emergency situation be familiar with the contents of the manual.

This manual is to be used as an emergency format and does not contain operational data.

#### DEFINITIONS OF EMERGENCY INCIDENT

An emergency is defined as an abnormal operating condition that could cause damage or injury to personal property or people.

### COPIES OF THE EMERGENCY MANUAL HAVE BEEN GIVEN TO THE FOLLOWING:

- 1. Martin Voiers, Mayor
- 2. Joe Dunaway, Jr., Water and Gas Superintendent
- 3. Danny Shrout, Service Personnel
- 4. Coty Hunt, Service Personnel
- 5. Greg Hinton, Service Personnel
- 6. Mike Brown, Service Personnel
- 7. Colby McCloud, Service Personnel
- 8 Scotty Masters, Service Personnel

Note: 2 copies are located in City Hall near the telephone

## -3-CITY PERSONNEL TELEPHONE DIRECTORY

#### Communication Outline for Gas System Emergencies

Personnel	<u>Office</u>	<u>Home</u>	<u>Cell</u>
Joe Dunaway, Jr.	(606)845-6861	(606)876-2128	(606)748-8778
Danny Shrout	(606)845-6861	n/a	(606)782-0790
Coty Hunt	(606)845-6861	n/a	(606)782-3034
Greg Hinton	(606)845-6861	n/a	(606)748-3333
Mike Brown	(606)845-6861	(606)876-4803	(606)782-1631
Colby McCloud	(606)845-6861	(606)849-2572	(606)782-2907
Scotty Masters	(606)845-6861		(606)748-0965
Utilities Office	(606)845-6861	n/a	n/a
City Hall	(606)845-2021	n/a	n/a
Martin Voiers, Mayor	(606)845-5951	(606)845-4811	(606)782-2873

#### -4-

#### ORGANIZATIONAL CHART AND ORER OF NOTIFICATION

#### Utilities Supt.

#### Joe Dunaway, Jr.

Office (606)845-6861 Cell (606)748-8778

#### **Utilities Service Personnel**

#### **Danny Shrout**

Office (606)845-6861 Cell (606)782-0790

#### **Coty Hunt**

Office (606)845-6861 Cell (606)782-3034

#### Colby McCloud

Office (606-845-6861 Cell (606)782-2907

#### Mayor

#### **Martin Voiers**

Office (606)845-5951 Cell (606)782-2873 Home (606)845-6841

#### Fire & Police Departments

Flemingsburg Fire Department (606)845-2121 or 911 Flemingsburg Police Department (606)845-2321 or 911 Fleming Co. Sheriffs Department (606)845-4701 or 911

#### -5-**KEYS**

#### PERSONS WITH KEYS TO REGULATOR STATIONS

1.	Joe Dunaway, Jr.	(606)748-8778
2.	Danny Shrout	(606)782-0790
3.	Coty Hunt	(606)782-3034
4.	Greg Hinton	(606)748-3333
5.	Mike Brown	(606)782-1631
6.	Colby McCloud	(606)782-2907
7.	Scotty Masters	(606)748-0965

#### -6-

#### CONTACT COLUMBIA GAS TRANSMISSIN COMPANY PERSONNEL

Personnel of Supplier to be Contacted in Case of Emergency.

1. Columbia Gas Transmission

Home: 1-(800)835-7191

2. Joel Caldwell

Cell: (606)8421013 Office (606)724-2704

3. Timmy Smith - Alexandria, KY

Home: (606)635-4366 Cell: (859)556-0810

#### -7-OPERATION OF SYSTEM VALVES

A gas distribution system is a complex network of interconnected mains, fed by regulators, and having valves throughout for the purpose of shutting off or diverting the flow of gas. Pressure in the mains may vary from very few pounds to hundreds of pounds.

Before operating any valves a study should be made to determine the effect upon the entire system. Improper operation of a valve may create a hazardous condition or cause a hazardous condition to become worse.

Only properly authorized personnel shall operate valves. Fire, police, other officials or other outside individuals are not authorized to operate valves or to instruct others, including gas company personnel, to operate valves. (Except end use valve)

#### -8-NATURAL GAS SYSTEM

#### EMERGENCY PROCEDURES PLAN

#### CITY OF FLEMINGSBURG

Subject:

Emergency Key Valve Operating

Purpose:

To outline procedure for shut-down of entire system or sectionalizing of

the system by operation of key valves within the system.

Reference:

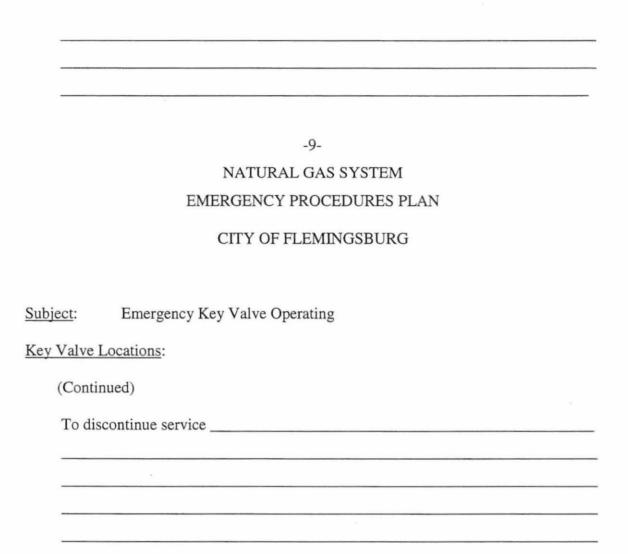
D.O.T. 192.745 - D.O.T. 192.747

General:

- (1) These Key valves shall be closed only upon authorization of Manager or in his absence of the person in charge. This authorization shall be relayed to and acted upon by the person turning off the valve only directly from the person in charge of the shut down.
- (2) Each employee who might have to operate or follow these procedures shall familiarize themselves with these procedures. (All Personnel).

#### Key Valve Locations:

To discontinue gas service to the entire city, shut off valves inside Regulator Station	OI
next to city water plant.	
To discontinue service	_



#### BREAK IN SUPPLIER'S TRANSMISSION LINE

If time permits the person receiving notice of an interruption in the Columbia Gas

Transmission Company's line should have the call transferred to the Utility

Superintendent, or other city personnel, provided one of these parties can be reached. If
not, the person receiving the call should obtain the following information:

- 1. Nature of interruption
- Location
- 3. Minimum pressure expected at gate station
- How fast pressure expected to drop and probable duration of minimum pressure.

#### TRANSMISSION LINE FAILURES PROCEDURES

<u>Purpose</u>: To outline emergency procedures for interruptions to supplier's transmission lines.

Step 1: Immediately go to the Transmission line regulator and metering station on Strode Run Road – Mason County and monitor pressure on the outside of the Company's Metering Station.

Note: Caution shall be taken in the shut down of Metering Station as damage to the suppliers regulation and metering equipment can occur if these valves are shut down while the Suppliers equipment is pressurized.

# INTERRUPTION IN SUPPLY (TRANSMISSION) LINE (LINE FROM COLUMBIA'S METERING STATION TO CITY REGULATOR STATION NEAR CITY WATER PLANT)

An interruption in the supply (Transmission) line could be due to three causes:

1. Freezing of the regulators supplying the line, 2. A break in the line or 3. Sabotage in the form of closed valves.

If determined the fault is with the regulators, steps should be taken to by-pass regulator and manually regulate pressure to keep system properly pressured while correcting regulator malfunction.

If the trouble is due to a leak or major line break the odds are someone will report by phone by the time it will be noticed by company personnel. The person calling will be able to give the location of the leak or break, otherwise it will be necessary to patrol the line.

Emergency personnel will, at their discretion, close appropriate valves to isolate section containing the break.

# FIRE OR EXPLOSION WHICH SHOULD PUT OUT OF SERVICE GATE STATION OR DISTRICT REGULATOR STATIONS

Fire or explosion, which should put out of service regulator station or District Regulator Station.

In the event of fire or explosion in a regulator station this procedure shall be followed:

- Step 1. Upon arrival at the scene, determine the source of escaping gas relief vent/regulation etc.
- Step 2. If possible: Shut down the relief valve on regulator without over pressure of distribution system.
- Step 3. If unable to shut down regulator or relief valve without danger to employees or public Designated Emergency valves for shut down of regulator station shall be closed. (A valve schematic showing valves and station follow this procedure.)
- Step 4. If complete shut down of the distribution system is required Emergency Procedure No. 6. Light up Procedure shall be followed.

(A copy of the Light-up Procedure follows this procedure.)

#### RESTORATION OF SERVICE DUE TO OUTAGE

When the supply of gas has been cut off to an area, no gas will be turned on to the affected area until the individual service to each customer has been turned off.

A house-to-house operation is mandatory. The individual service of each customer must be turned off, either at the meter or at service valves. If the service valve cannot be located, the service line must be uncovered, a service valve installed and cut off. In restoring service to an affected area all gas piping and meters must be purged and appliances relighted. In the event a customer is not at home, a card must be left in a conspicuous location requesting the customer to call the gas company to arrange for restoration of service.

The person in charge is to coordinate this operation and be responsible for same.

A complete record of the incident, with drawings, etc., shall be kept of file.

#### EMERGENCY CUSTOMER LIGHT-UP PROCEDURE

- <u>Step 1</u>. After completing the shut down of the Transmission Line valves; begin the closing of all customer 1<sup>st</sup> stage regulator valves and meter stops. The customer shall be informed of the interruption in service and that it will be restored as soon as possible.
- Note: A list of customers with stand-by facilities are on file in the office and shall be notified in an expedient manner, either by telephone or personal contact of any interruption in their service area.
- <u>Step 2</u>. After <u>all</u> customer meter stops are closed, personnel shall stand-by to re-load the system as soon as pressures are adequate from the supplier.
- <u>Step 3</u>. If purging is necessary, the distribution system will be reenergized during the purging process. If the purging operation was not required, Step 4 will be to reenergize the system on a street by street basis.
- <u>Step 4</u>. Simultaneously or as each street is reenergized the light-up procedure shall begin.
- FORMS: (a) The Office of Pipeline Safety Failure Report shall be completed and filed as soon as possible after the interruption.
- (b) All other leak report and repair forms to show the cause, repair, and test procedures used to restore service.

#### RESPONDING TO GAS LEAK REPORTS

The employee receiving a report of a gas leak will ask the person reporting the leak the necessary questions to properly fill out the leak report form.

It is important that as much information as possible be obtained in order that the person receiving the call may properly evaluate the urgency of the call.

All reports of leaks on consumer premises will receive priority – with top priority going to a reported leak inside a building.

After the necessary questions have been asked and it has been determined that a hazardous gas leak exists inside a building, the customer should be advised to:

- 1. Evacuate the occupants of the structure to a safe distance.
- 2. Not operate any electric switches.
- 3. Do not use phone.
- Extinguish all open flames, do not use matches, cigarettes or other possible sources of ignition.
- 5. Turn off gas meter if feasible.

Necessary personnel will be dispatched to the location of the reported leak to make an evaluation.

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It is the responsibility of the supervisors to make sure the proper employees are familiar with the procedure concerning gas leak calls.

A complete file of completed leak report forms will be kept along with any other pertinent records concerning the leak.

#### TELEPHONIC REPORTS TO DEPARTMENT OF TRANSPORTATION

Gas leaks that are not intended by the operator and that require immediate or scheduled repair and test failures, by persons engaged in the transportation of gas must be reported to the Office of Pipeline Safety by the person in charge or whosoever be designated, provided that the leak or test failure meets one of the requirements listed below:

#### DOT Requirements:

- 1. Caused a death or a person injured requiring hospitalization.
- Required the taking of any segment of transmission pipeline out of service unless part of planned or routine operation.
- 3. Resulted in gas igniting unless part of planned or routine operation.
- Caused total damage in excess of \$5,000 (Total of operators damage and damage to others.)
- Could have resulted in or was a significant incident to the operation, this being
  in the judgement of the operator even though it does not meet the criteria of
  the above requirements.

<u>Test Failures</u>: A break or rupture that occurs during a strength-proof testing of transmission lines that is of such magnitude as to require repair.

Transmission Line: Any line operation over 20% of S.M.Y.S.

The telephone report to D.O.T. should contain:

- 1. Name of Company
- 2. The location and time and date of incident
- 3. Fatalities and personal injuries
- All other significant known facts that are relevant to the cause of the leak or extent of the damages. (Describe accident)
- 5. Who in management should be contacted upon arrival at accident site.

The telephonic report, if required, should be made at the <u>earliest practicable moment</u> following discovery.

CALL (202)426-0700 FEDERAL DEPARTMENT OF TRANSPORTATION

# GAS LEAKS OUTSIDE

The first gas company employee to arrive at the scene of a gas leak shall take every corrective action necessary to protect life and property from danger.

# The employee shall:

- 1. Assess danger to public, surrounding building occupants, and property.
- 2. If necessary, evacuate and/or assist all persons to safety.
- 3. If necessary, notify Fire and Police Departments and ambulances.
- 4. Notify supervisor and/or other responsible persons.
- 5. If necessary, blockade the area. (Police help may be needed.)

It will be the responsibility of the person in charge to:

- 1. Set up communications.
- Coordinate the operation.
- Make all decisions concerning emergency valves, isolating areas and the use of emergency equipment.
- 4. Implement the check list.

The above describes a catastrophic condition, an extremely hazardous condition, or a condition requiring major pressure changes and the re-routing of gas. Small routine leaks will normally be handled in the field.

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It will be the responsibility of the person in charge of the operation and repair to give <u>careful consideration</u> to any action taken to assure that nothing is done which may endanger life or property, create another emergency or unnecessarily disrupt service.

A comprehensive report shall be prepared for each incident. This report shall contain:

- 1. The location and time and date of the incident.
- 2. Fatalities and personal injuries.
- All other significant known facts that are relevant to the cause of the leak or extent of the damages. (Describe incident)

A complete record of the report shall be kept on file.

# CHECK LIST (MAJOR DISASTER)

	1.	Has Fire Department been called?
	2.	Have persons been evacuated and area blockaded?
	3.	Has Police Department been notified?
	4.	Has repair crew been notified?
	5.	Has company call list been executed?
-	6.	Have communications been established?
	7.	Has outside help been requested?
	8.	Have ambulances been called?
	9.	Has leak been shut off or brought under control?
	10.	Has Civil Defense been notified?
	11.	Have emergency valves or proper valves to shut down or reroute gas
		been identified and located?
	12.	If an area has been cut off from a supply of gas, has the individual
		service of each customer been cut off?
	13.	Is the situation under control and had the possibility of reoccurrence
		been eliminated?
	14.	Has surrounding area been probed for the possibility of further leakage?

 15.	Has Telephonic Report to OPS/DOT been made?
16.	Has radio and T.V. been given instructions?

#### GAS LEAK: HOUSE, BUILDING

The first gas company employee to arrive at the scene of a gas leak shall take every corrective action necessary to protect life and property from danger. (Do Not Ring Door Bell)

Immediately after entering house, sample air in rooms, basement or crawl space with a gas indicator. If the presence of a dangerous concentration of gas in the house is indicated – 40% on L.E.L. (Lower Explosive Limit) or 2% on percentage (%) scale, proceed as follows:

- 1. Evacuate the house immediately.
- 2. Do not operate any electrical switches.
- 3. Do not use phone.
- 4. Shut off gas meter valve.
- 5. Open doors and windows if below 15%.
- Probe outside house with rod and gas indicator for gas in ground outside building; check water meter and available openings.
- 7. If ground is gas free outside house and after house is properly aired out, turn on meter valve and check all gas piping and appliances for leaks. Use meter test hand and soap water <u>be sure</u> meter test hand is <u>operative</u>. Check walls and openings with gas indicator.
- Repair leak or notify customer to correct the situation, turn off, lock meter and leave off.
- Return occupants to house, but only after you are positively sure it is safe to do so.

#### NOTES

- If gas is found in ground outside building, call your supervisor immediately after
  performing steps 1, 2, 3, 4 and 5 above. Open water meter boxes and available
  openings to allow gas to escape to atmosphere. Care must be taken to make these
  openings safe for traffic and to avoid ignition.
- 2. If ever in doubt call your supervisor. (Phone outside of contaminated area.)
- 3. If gas is found in ground outside building, be sure to check neighboring buildings even if they have no gas service. If there is a possibility of gas from a leak entering premises that are closed, notify police to request a forcible entry to the premises.
- Do not rely on your sense of smell to determine if gas is present in a building or in the ground. <u>Use instruments provided you for this use</u>.
- 5. Electric meters may be removed to shut down all lights and electric appliances in the house. Do not attempt this if the electric meter is inside the house or in an area of gas concentration. Houses or commercial building where no gas is present at the master fuse panel, the switch or switches may be turned off. However, it is imperative that the combustible gas indicator shows that no gas is present in or around the area of the panel.
- If it is determined it is unsafe to enter the basement of the house, knock out the basement windows from the outside to air out basement.
- After all gas has been cleared and it has been determined it is safe to reset the
  electric meter, call the electric company to reset and seal the electric meter.

- 8. When checking a house or building consider 40% on the L.E.L. (Lower explosive limits) scale or 2% on the 100% scales of a combustible gas indicator to be dangerous. This reading should be in free air.
- Be sure your gas indicating instrument is set on the proper scale and that all
  connections on the sampling tube are tight.
- When sampling air in a building have your instrument set on the <u>L.E.L.</u> scale.
   Remember that natural gas is lighter that air.
- 11. When sampling in probe holes in ground have your instrument set on 0-100% scale, if a very low reading is obtained (2% or less) then the instrument may be set to the L.E.L. scale. (This applies only to multi scale instruments).

## **EMERGENCY EQUIPMENT**

Mr. Joe Dunaway, Jr., Utility Superintendent, shall be responsible for the adequacy, availability and condition of emergency equipment.

## LOCATION OF EQUIPMENT

VALVE KEYS - Set of valve keys are on all trucks and in shop.

MAPS - Maps of distribution system are at water plant.

SHOVELS, LEAK REPAIR EQUIPMENT, JACK HAMMER – City service truck and shop.

A check of emergency equipment will be made every three (3) months and inspection report filed.

#### MUTUAL AID GAS SYSTEMS:

MCTCAL AID GASSISTEMS.								
	1.	Columbia Gas Trans. Corp.	Phone:	(606)724-5712				
		Mt. Olivet, Kentucky 41024	Night:	(859)556-2364				
	2.	Columbia Gas of Kentucky	Phone:	1-800-432-9345				
		Maysville, Kentucky 41056						
	3.	Shawn Martin Construction	Phone:	(859)771-0659				
			Cell:	(270)566-2401 (606)305-6434				
				*				
	4.	Team Fishel	Office:	(859)254-1786				
			Cell:	(859)621-5484				
	5.	Norman Swartz	Cell:	(606)782-1052				

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#### **EMPLOYEE TRAINING**

Periodically an employee meeting shall be scheduled to discuss and train employees in emergency procedures. This training shall be coordinated by the General Manager.

The employee training and discussions shall include, but not limited to, the following:

- 1. Location of Emergency Manual.
- 2. Review of Emergency Manual Procedures. (Employee responsibility)
- 3. Review the location and use of emergency equipment.
- 4. Review the locations and use of the following:
  - A. System maps
  - B. Main records
  - C. Service records
  - D. Valve records
  - E. Regulator station schematics
  - F. Properties of natural gas
- 5. Take a hypothetical emergency situation and, step by step, review the action to be taken. (Including public officials, firemen, police and contractors, etc.)
- 6. Record keeping

Records shall be kept on file of attendance and items discussed at each meeting.

# PUBLIC EDUCATION

There shall be a continuing education program to enable customers, the public, appropriate governmental organizations, and persons engaged in excavation related activities to recognize a gas emergency for the purpose of reporting it to the gas company.

The program material shall include, but not be limited to:

- 1. Information about gas properties
- 2. Recognition of gas odors
- 3. What to do and not to do when there is a strong gas odor
- Notification of the gas company prior to making excavations or excavation related activities. (No phone contaminated area)
- Gas company phone number and after hours numbers to call for information or to report an emergency.

This information may be conveyed to the public by:

- 1. Radio and Television
- 2. Newspaper
- 3. Meetings
- 4. Bill stuffers
- 5. Mailings
- 6. Hand-outs

A record shall be maintained of the public education program and related activities.

#### LIAISON WITH PUBLIC OFFICIALS

Liaison shall be established with fire, police, civil defense, and medical officials with respect to emergency procedures.

Set up means of communications.

Meetings shall be held with the appropriate officials to acquaint them with the company capabilities and procedures respecting gas emergencies and to learn the capability and responsibility of each government organization that may respond to an emergency.

Training sessions, as required, may be scheduled with fire, police, civil defense, and medical organizations to train them in the proper procedures to follow during a gas emergency.

Participation of fire, police, and civil defense meetings, both on local and state levels.

The General Superintendent, or his designate, will implement and coordinate this program.

A record shall be filed of all meetings, training sessions, and other related activities.

#### NOTES ON INFORMATION GIVEN TO NEWS MEDIA

In case of an emergency, should any employee receive requests for information from TV station, radio stations, newspaper reporters, etc., refer them to the General Superintendent, or in his absence, his assistant. Explain that you do not have the authority to provide information.

The following suggested plan of Public Announcement may be followed:

- 1. Allay any unfounded fears.
- Do not make reckless comments.
- 3. Tell precisely what the public can do to help.
- 4. Tell specifically what the gas company is doing about it.
- 5. Give the facts to prevent baseless rumors.
- 6. Repeat most encouraging view of situation that facts will permit.
- 7. Do not speculate regarding the situation in absence of facts.

# ACCIDENT INVESTIGATION

Each operator shall establish procedures for analyzing accidents and failures including the following:

- 1. Investigation of all company facilities to determine if accident was gas related.
  - A. Leak Survey
  - B. Pressure tests of piping
  - C. Meter and Regulator check
  - D. Questioning persons on the scene
  - E. Examining Burn and Debris patterns
  - F. Odorization Level
  - G. Recording Meter Reading
  - H. Weather conditions
- 2. Procedures to follow if accident was gas related.
  - A. Selection of samples of the failed facility or equipment for laboratory examination for the purpose of determining the causes of the failure and minimizing the possibility of reoccurrence.
  - B. Notify insurance company.

# Amendment to the Operation and Maintenance plan for the City of Flemingsburg Natural Gas System Revised 8-2-2016

**Section S Page 10** 

**Description:** 

Procedures for natural gas blowdown before any work shall be conducted on a natural gas leak on any natural gas line or any gas component.

# S. Procedures for natural gas blowdown before any work shall be conducted on a natural gas leak on any natural gas line or any gas component.

All natural gas lines larger than one inch in diameter that is in need of a repair due to a leak must be completely isolated with no natural gas present before any work can be conducted. The closest line valve upstream and downstream of the leak must be shut off completely, the line can either be blowdown thru the leak or thru a meter set, whichever is more relevant to get the natural gas escaped from the line. After the natural gas has escaped a leak detection must be performed to insure there is no natural gas present. At this time an outside contractor will be notified to repair the leak.

All natural gas lines one inch or smaller in diameter that is in need of a repair due to a leak must be completely isolated with no natural gas present before any work can be conducted. Three ways to isolate the natural gas are as follows, inline valve to be shut off, squeeze off tools to be clamped on the line or emergency shut off placed on the line. Proper PPE must be worn at all times when natural gas is escaping. After the natural gas has escaped a leak detection must be performed to insure there is no natural gas present. At this time the repair may be performed by any City of Flemingsburg Natural Gas Certified employees.

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